



# ETIQUETTE FOR GENTLEMEN

A GUIDE TO THE OBSERVANCES  
OF GOOD SOCIETY

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*Uniform with this Book*

## ETIQUETTE FOR LADIES

*A guide to correct conduct in the  
matter of Introductions, Card-  
leaving, Dinner Parties, Dances,  
Engagement and Marriage. The  
book solves the many little problems  
which face one entering upon new  
social duties*

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## INTRODUCTION

GOETHE wisely said, "A man is really alive only when he delights in the goodwill of others." These words give a reason for the study and practice of etiquette, which is really a means whereby society shows kindness and consideration for others. Etiquette comprises tact and pleasant bearing generally, and is withal an accumulation of universally accepted rules of conduct whereby the whole world is made kin. For some, the conditions of social life have, in recent years, undergone changes so abrupt, so shattering to all conventional ideas, that they doubt if any code of manners survives. But this is a whisper of despair. It behoves us rather, in these circumstances, to cling the more closely to all that is of good report.

Many new-comers into the arena of society are more than a little perplexed by the difficulties of settling down in a world strange to them.

One rule should be theirs from the very start. No ostentatious display. Quiet dignity will come with experience, but in the meanwhile, if they will rule out everything that looks like lavish expenditure and boastfulness, they will do much to win the good opinion of neighbours, and will in due course be accepted by them.

Nothing but decorum in manner, habit, dress and living will ever unlock the doors of Society in its best sense, be the key ever so golden.

"It is not learning, it is not virtue about which people inquire in Society . . . but it's manners," said Thackeray, the creator of Colonel Newcome, the truest, finest gentleman in English literature.

**“Manners Makyth Man.”**

According to the ancient Wykehamist motto, “Manners makyth Man,” and there is no doubt they are the credentials we unconsciously present as we take our way through life, and on which our fellow-creatures base their initial judgment of our merits or demerits.

Many excellent men and women, of undoubted talents and attainments, overlook the fact that their manners should mirror their mind and heart, and by brusqueness of behaviour, harshness of voice, incorrect speech, awkward gait, or affectations and mannerisms, completely disregard the conventions, appearing to think that good intentions and kindly feelings will shine through the most forbidding exterior. But in these strenuous, bustling days, people rarely take the trouble to probe below the surface, and they are apt to accept individuals, like material things, at their face value.

**Definitions of Courtesy.**

Courtesy was aptly defined by the Earl of Chatham as that “happy quality which never fails to make its way into the good opinion and into the very heart.” This virtue has also been simply and succinctly characterized as “the art of pleasing.” Perhaps that is the happiest definition of all. One thing is certain: if consideration for the feelings, rights and wishes of others is ever present with us, we shall not go far astray on questions of etiquette, since this is the foundation of all the rules, even though those rules may have been so wrapped in conventionalities that all sight of the original idea has been lost.

The man who spends thought on his obligations to his neighbour rather than on his neighbour’s obligations to him, will be far less likely to make social blunders than the one who merely masters, or even memorizes, a book of etiquette.

## MANNER

It would not be easy to over-estimate the importance of good manners from a social point of view. They rank far above many seemingly more important qualities. The "rough diamonds" who conceal their traditional good hearts under surly exteriors are seldom happy people, notwithstanding their genuine thoroughness and real goodness. In family life and in society a gentle manner "covers a multitude of sins." The world and the home reflect back to us the face we present to them. If we cultivate a bright and cordial manner we shall be heartily received by others, though the real nature of us lies beneath as cold and hard as marble. In the home the coldness and hardness are soon found out, but they are partially condoned for the sake of the superficial courtesy and kindness. In general society the quality of the heart matters little, so long as the surface is, at the same time, genial and polished. Life is chiefly made up of small things, and if we learn to take an interest in the trifling incidents of our friends' lives, in the everyday occurrences in the existence of our acquaintances, we supply the sympathetic element that tells so largely in our favour. And very often the simulation of this interest induces the reality, and our own life is brightened by participating in the pleasures and the happiness of others, and deepened by sharing in their disappointments. With a cold, forbidding manner it is impossible to convey any such impression. But this often comes from shyness, not only in the young, but all through life. The youthful form of shyness is self-consciousness and self-distrust. That which lasts through life is the fear of

self-revelation. Even the frankest natures have often this quality of reticence, which forbids them to reveal the inner depths of their thoughts, and makes them hate to be "read."

Rochefoucauld says we all hate to be divined, though we like to divine others; but many of us know well what a delightful thing it is to be read like an open book by those whose thoughts reflect our own, and with whom we discover ourselves to be in mental kinship.

The ideal life is that which has few friends but many acquaintances. The friends are close and firm ones, grappled to our hearts "with hooks of steel," and the circle of acquaintances offers opportunities for adding to their number. But without an agreeable manner it is difficult to secure these inner and outer spheres of social companionship. Were the writer asked to give a recipe for the formation of a good manner he would recommend an equal mixture of self-confidence and humility as the first essential, then a considerable desire to please, tempered by the self-respect which preserves from officiousness and that annoying air of "ingratiating" themselves that some men assume in society. There must be perfect self-possession, though in the very young this is scarcely expected, a little becoming shyness sitting very well upon them. "I like shy men, they're getting so scarce," said a very pretty woman at a ball quite recently. "Find one quickly, and introduce him." Her laughing emissaries went off in search of the desired article, and after awhile returned with the report that the only shy man in the room was engaged for every dance!

When self-possession has been acquired it is well to add to it the saving grace of gentleness. This quality is much misunderstood by men. In women they adore it; in themselves and each other they under-value it. But women love gentleness in men. It is a most telling piece of equipment for society. A gentle manner, a gentle voice, and the absence of all self-assertion have won more love than good looks.

Carlyle called the members of upper-class society

"amiable stoics," in reference to the serenity and calm self-possession with which they accept those occasionally trying conditions of social life which necessitate self-denial in matters great and small. This placidity is the result of long training. Not just at first does a young man bow to the decree of his hostess which separates him from the girl he admires and tells him off to take some uninteresting dowager to the supper-room. But should he evince any sign of discontent with the arrangement he is at once convicted of ill-breeding. The man of "perfect manners" is he who is calmly courteous in all circumstances, as attentive outwardly to the plain and the elderly as he is to the young and pretty. It is difficult to renounce the delightful *tête-à-tête* with a charming girl when asked by his hostess to dance with some poor *wallflower* who has been neglected for half a dozen dances. But it has to be borne, and eventually it brings its own reward. The "duty" dance is a hard thing, and good manners involve a considerable amount of self-denial; but repetition soon makes it comparatively easy, and invitations of an agreeable kind pour in on the young man who shows himself willing to practise those peculiar forms of selflessness, opportunities for which so frequently arise in society.

It is pleasant to be able to add that the young man of to-day is a vast improvement on his predecessors in very many ways. Swearing is out of fashion. Getting intoxicated is worse than "low," and those who disgrace themselves in this way are very soon absolutely cut by their acquaintances.

Dissolute and unprincipled men get the cold shoulder from others of their set, and vice, thank Heaven, is thoroughly out of fashion. There is still plenty of folly. It is inseparable from youth. But in matters of more moment there has been immense improvement going steadily on for many years.

There are young men who mistake arrogance of manners for self-possession, and who conduct themselves, when in society, with lifted chin and a haughty air that may accord very well with their own estimate of themselves, but seem

rather out of place to onlookers. Such a man invites comparisons between his social deserts and his implied conviction of superiority. He may take in a few inexperienced girls and young fellows, but even these triumphs are short-lived, and he is very soon set down by one and all as a "pompous ass."

It is good manners to articulate distinctly, and bad manners to neglect to do so. A man need not exactly take lessons in elocution (though they would not be amiss), but he can teach himself to pronounce clearly and use the tone of voice that is best suited to the various occasions when he converses.

A very confidential tone is used by some men when they speak to women. If they merely "hope your gown did not get muddy," they look into a woman's eyes and murmur like any cooing dove. But if their articulation is indistinct they are a nuisance. One has to ask them to repeat themselves, and the nonsense they talk shows up badly in an *encore*. But when they enunciate clearly their devoted murmurings sometimes "take" very well. It is not until a woman has seen three or four others besides herself approached in the same afternoon or evening with similar devout and prayer-like whisperings that she begins to value this particularity at its true worth.

Though small talk is as indispensable in social life as pennies and halfpennies in the transactions of everyday existence, we must also have conversational gold and silver at our command if we wish to be successful. When the preliminaries of acquaintanceship are over there is no necessity to keep up the commonplaces of small talk. To do so is rather insulting to women. To be "talked down to" is always aggravating, especially when the woman feels that the person who is thus affably stooping belongs in reality to a lower intellectual plane than her own. At the same time, many young men "with nothing in them" are socially successful, being possessed of those superficial qualities and that outward polish which are, for the purposes of everyday intercourse, more useful than abysmal personal depths. Was it Goethe or Schiller who said that for

domestic utility a farthing candle is more useful than all the stars of heaven ?

A light playfulness of fancy, combined with the gentleness that carefully avoids wounding even the smallest, is a high recommendation in society ; but to be for ever laughing is wearisome in the extreme to others.

One makes no apology for quoting here the following passages from "Mr. Brown's Letters to a Young Man About Town" from a *Punch* of 1849. "Mr. Brown," who was Thackeray, says :

" I beseech and implore you to make a point of being intimate with one or two families where you can see kind and well-bred English ladies. I have seen women of all nations in the world, but I never saw the equals of English women (meaning, of course, to include our cousins the MacWhirters of Glasgow and the O'Tooles of Cork) ; and I pray sincerely, my boy, that you may always have a woman for a friend."

\* \* \* \* \*

" It is better for you to pass an evening once or twice a week in a lady's drawing-room, even though the conversation is rather slow and you know the girl's songs by heart, than in a club, tavern, or smoking-room, or pit of a theatre."

\* \* \* \* \*

" Remember, if a house is pleasant, and you like to remain in it, that to be well with the women of the house is the great, the vital point. If it is a good house don't turn up your nose because you are only asked to come in the evening, while others are invited to dine. Recollect the debts of dinners which a hospitable family has to pay ; who are you that you should always be expecting to nestle under the mahogany ? Agreeable acquaintances are made just as well in the drawing-room as in the dining-room. Go to tea brisk and good-humoured. Be determined to be pleased. Talk to a dowager. Take a hand at whist. If you are musical, and sing a song, sing it like a man. Never sulk about dancing, but off with you. You will find your acquaintance enlarge. Mother, pleased with your good

humour, will probably ask you to Pocklington Square, to a little party. You will get on—you will form yourself a circle. You may marry a rich girl, or, at any rate, get the chance of seeing a number of the kind and the pretty."

\* \* \* \* \*

"The dressing, the clean gloves, and cab-hire are nuisances, I grant you. The idea of the party itself is a bore, but you must go. When you are at the party it is not so stupid; there is always something pleasant for the eye and attention of the observant man."

## THE MEANING OF ETIQUETTE

*“A man by nothing is so well betrayed  
As by his manners, in which plain is shown  
Of what degree and what race he is growne”*—CHAUCER.

THROUGHOUT the centuries curious discussions have been waged over the word Etiquette, and more still have been aroused by conjectures as to its etymology, so it is not to be wondered at that the subject is frequently a source of considerable mystification to those unversed in the ways of good society.

According to some authorities the word is derived from the French or the Latin, while others maintain that its source is Anglo-Norman, and that it was applied to the ticket attached to a package or parcel to denote the contents. The parcel thus indicated “passed muster,” in modern parlance, and gradually the word came to stand for the ticket or card on which were inscribed the forms of procedure to be observed at Court on ceremonial occasions. Later, the expression was transferred to the code of rules and regulations, written and unwritten, which govern the fabric on which society has been based throughout succeeding generations.

Some of these laws appear to present-day minds almost antediluvian, others are survivals of mediæval times, and seem arbitrary, punctilious and ceremonious, if not meaningless, in the exaggerated importance which they attach to trifles; yet their study is most interesting, and by their means one may trace the gradual evolution and development of good manners from the rough untutored ways of primitive man to the standards of the present time.

There have been fashions in politeness as in everything else, and what has been regarded in one generation as evidence of good breeding has often been condemned by the succeeding one as rude and uncouth; but we have grown wiser with the passing of the years, and have attained somewhat to a golden mean of conduct which combines goodness with gentleness and simplicity with charm.

Society polish and veneer may be acquired in time, but these are of the surface of things, whereas manners are controlled by the heart, and dictated by our best and highest instincts. So long as these hold true we shall not seriously transgress the canons of good taste or the thousand and one details of modern etiquette.

Coventry Patmore was only expressing the truth when he wrote that none of the fine arts is so fine as the art of manners. Genuine courtesy exists as a sacrament of fine feeling. As someone says, "It issues out of the abundance of the heart, and, rising above restraints and conventions, this primary art of good manners imitates nothing but God."

## THE SUBTLETIES OF DRESS

BY H. DENNIS BRADLEY.

WOMEN understand the allurement of dress, which is an art they naturally study. Men do not, as a rule, understand or study the subtlety of dress ; that is where they fail and allow themselves to become unattractive, to appear clumsy, to act as passive resisters to progress and refinement. With the exception of a comparative few, dress with men to-day is a lost art. They do not study it individually, and generally they are either ill-informed or badly instructed. Yet it cannot be disputed that from time immemorial dress has been the means of illustrating the manners, the characters, and the spirit of each era. The great writers of the eighteenth century in particular exhibited in literature their splendid egoism, and in dress the leading beaux displayed a magnificent conceit.

But despite retrogression in the styles and manners of the majority, the select minority of men *do* study very carefully their personal attire even in these prosaic days, and it is those few who lead the way. And the lead of the few should be followed by the aspiring majority.

History affords ample proof that the love of style in dress is not merely the prerogative of the fop. Every man of character in history has portrayed his individuality in one form or another in dress. Disraeli was a notorious dandy. Laughed down when he first attempted to address the House of Commons, the time came when every man in England listened to him ; and the individual styles he adopted played a part of prominence in his remarkable progress. Dumas the elder and Gautier were lovers of

gorgeous attire, whilst in the eighteenth century Gibbon, Hume, Garrick, and Walpole were proud of being classed amongst the best dressed men in an age of glorious fashions.

It would be possible to go on illustrating this fact throughout the centuries. I merely quote a few instances to enable those who have not studied the subject to understand that it is imperative for all men of character to consider the psychological effect of their personal appearance.

Again let the pendulum swing back to women, who are so much more subtle than men. There is little they can be taught ; we can only appreciate the things they teach us. They know the colossal asset of dress, which men do not yet realize. Not only has dress a commercial value ; it has a very considerable social value. Commercially it inspires confidence ; socially, it inspires personal acceptance. And since there are few anchorites to-day, social acceptance is a necessity to the man of means—and perhaps ends.

The first principle of appearing well dressed is to know how to carry one's clothes. One must always appear unconscious of one's appearance—however splendid or awful it may be. Self-consciousness kills everything—and most people. It exhibits a lack of mental, physical and artistic confidence.

It is essential to learn to appear just as much at ease in one's dress suit in the presence of Royalty as one does in one's *crêpe de Chine* pyjamas in one's dressing-room in the presence of a cat. And it is necessary to learn to walk as if in sandals and not as if in tight boots on soft corns.

#### *Be natural.*

Go to a good tailor, even though he may seem a little more expensive. It is risking disaster to do otherwise. Even the cultured set possess the instinctive herd mind in this respect. If you do not individually know how your clothes should be made you must rely on those who do.

For town wear only four styles of suits are required. Lounge, Morning, Dinner and Full Dress (the term for a tail evening coat). According to the unwritten law, you may wear a lounge suit during the day for all business and informal social functions, but it must be made closely

fitting to the figure, because it now displaces wherever possible the morning coat, and therefore has imitated its formality in line. And in town you mustn't wear tweeds or brown boots, unless you want the butlers and hall-porters to despise you.

For diplomatic engagements—political, not personal—and for purely formal social calls, it is correct to wear a morning coat. You will not be spurned if you appear in a lounge suit, but it will be assumed you do not know what isn't done.

In the evening you are always correct in wearing Full Dress—tail coat, white waistcoat, starched shirt and white tie, which in common decency you must learn to tie artistically, however long it may take you. Never, by any chance, appear in a ready-made tie. And remember the cut of the white waistcoat is the most important thing of all. It is also essential to know that the cuffs of the sleeves of your coat must be very narrow. This is an important point of style.

For all informal evening engagements you may wear a dinner jacket—for theatres, night club dances, and small and intimate friendly and unfriendly dinner parties.

For travelling you should always wear tweeds, loose, comfortable and warm. On a long journey always wear an ordinary easy-fitting lounge suit and never a golf suit, because it looks entirely out of character.

For weddings you will make the bride blush more if you dare to appear in anything but a morning coat and silk hat. And you should wear a wing collar in compliment to the wings of love. And at Ascot and Epsom you must wear the same. If you should be so rash as to make the mistake of being seen at Ascot in a lounge suit, your social career will be blasted.

For motoring have your top-coat made of soft, fleecy material, and wool- or fleece-lined. I have driven hundreds of thousands of miles and I detest any stiff material when driving. Leather and hard friezes are no good. Have a soft, very loose ulster, which will fall softly round the knees and legs and serve as a rug. You may wear what you like

as your suit underneath. It simply depends upon what you intend to do on arriving at your destination—and that is not always a subject for inquiry.

For golf the smartest thing is baggily cut fall-over knickers such as the Guards wear. They always inspire respect in the clubhouse. They are usually called "plus-fours" and can usually be lived up to when not in action.

For tennis your trousers are all-important. They should be made skin-tight at the waist, with a strap and buckle on each side-seam. This obviates the use of a belt. They must, of course, be white—or as nearly so as the laundry permits. Do not by any chance appear on a tennis-court in grey flannel. Have your tennis shirt made in thin white silk, and leave the top button open when playing; and have it made the same as a hunting shirt, with a long tail which is brought between the legs and buttoned in front. This prevents the shirt gradually working up in its excitement to display its entirety to the public gaze.

Another little item of wisdom. Trouser presses are no good; they are a snare and a delusion. They squeeze the life out of the exuberant and expressive trouser and leave it in a condition of impotence. Really good wool is actually alive; it must never be crushed to death. The best way to show a regard for trousers is to hang them in your wardrobe end upwards with hangers, and give them freedom to recover naturally from their exciting day. And never wear the same pair twice in succession—they require much more rest than we do.

These are just a few of the gems of advice on dress. And if, when you are rightly clad by the right people, you can manage to forget that you are clad at all, there need be no fear of your success.

### What to Wear.

*The Morning Coat.*—The frock coat, further writes Mr. Dennis Bradley, the well-known authority on men's clothes, which a few years back was the indispensable garment for social wear, is now practically obsolete. The style of the frock coat, which was once picturesque, was allowed to

decay until it became the livery of the shopwalker, and now even they have rebelled against it. Its relegation in its later form need leave us with no regrets. The morning coat by which it has been superseded is more symmetrical, more graceful and—most important of all to the modern man—less cumbersome. It claims the merit of subdued smartness, and so appeals to the negative taste of the man of to-day.

*The Lounge Suit.*—There is no question that the lounge suit has almost deposed the morning suit for ordinary social wear. Its justification is that, though it lacks the symmetry of the morning coat, it embraces the ease and comfort which are paramount essentials to the demand of to-day. Of late years it is encouraging to note that the general style of lounge suits has steadily improved. A few years ago the jacket, with its skimpy collar and lapel, its straight loose back, and its shapeless front, was a mean-looking garment, utterly devoid of style, and displaying not the slightest ingenuity of cut. There is no comparison between the lounge suit of the early period and that worn at the present time. Carefully shaped to the figure, with the waist line clearly defined, it represents an infinitely improved mode.

*The Double-breasted Jacket.*—The double-breasted jacket is very seldom made now, except in yachting suits. The reason of its fall from favour is probably the fact that it looks positively appalling when worn unbuttoned, and that when buttoned it becomes cumbersome.

The general effect of a double-breasted jacket is to broaden the figure, and the tendency of all men nowadays who know how to dress well is to gain all possible slimness. My advice to those who wish to adopt this style is to have their suits made only in dark materials.

*Golf Suits.*—For unhampered play the three essentials of a golf suit are: ample fullness across the back, perfectly free play across the chest, and its being balanced in such a way that there is no superfluous stuff hanging about in front of one when addressing the ball.

*Shooting Suits.*—The supreme requirements of any sport-

ing garments are freedom of limb with the acme of comfort. However many suits the man of taste may don during the year for ordinary social wear, he usually views with distaste the prospect of a new sporting coat.

*Hunting Kit.*—The scheme of hunting pink coat, white buckskin breeches, and black silk hat is an ideal blend of colour, and there is no man living who does not feel finer in this kit than in the conventional garb of Bond Street.

*The Norfolk Jacket.*—Mr. Dion Clayton Calthrop, author of *The History of English Costume*, writes: “There is one garment that is now all-conquering here and abroad, it is the Norfolk jacket. It has conquered because it is not only a very practical garment, but is also very picturesque, and its design can be applied to either country or town use. It is democracy’s reply to the frock coat.”

*Undress Riding Jacket.*—In these days of informality, a considerable majority wish to follow hounds without donning pink. For these and those indulging in morning canters, the undress riding jacket and breeches are serviceable.

The jacket should have a clearly defined waistline, be long-skirted enough to clear the cantle of the saddle, and be sufficiently protective to keep wet from the rider’s thighs and knees.

*The Evening Suit.*—This reigns now in solitary state as the only formal suit which the modern man has not chafed to discard.

*The Dinner Jacket*—Though the evening suit is in no danger of neglect, by the fact alone that it is essential to ceremonial demands, the dinner jacket is becoming increasingly popular day by day. At one time it was regarded as absolutely incorrect to appear in, except in one’s own home. It possesses, however, the alluring advantage of comfort over the dress coat, and so has gradually forced its way to recognition on all but strictly formal occasions. The vogue of the dinner jacket is another instance of the demand of the modern man for utility in every form of dress, and for informality whenever he can overcome the decrees of convention.

## INTRODUCTIONS

*“Letters of introduction are drafts that must be cashed at sight.”*  
—LA FONTAINE.

THE problem of how, when and whom to introduce frequently exercises the mind of the novice in society. He soon discovers that it is as fatal a mistake to effect too few introductions as too many, and that this social responsibility calls for considerable tact and discrimination.

An introduction does not necessarily constitute acquaintance, but if it is unwelcome it means that one of the persons concerned may feel compelled to cut the other, or to maintain a frigid demeanour, at variance with his nature.

If doubt exists as to the desirability of an introduction it is advisable, if possible, to ascertain privately the wishes of both parties. If one expresses a desire to become acquainted with the other the wishes of the latter should first be consulted. The only occasion on which permission need not be asked is at a ball, when an introduction is not expected to lead to further acquaintance, a lady being under no obligation to recognize her partner on subsequent occasions if she does not choose so to do.

### Precedence in Introductions.

When introducing ladies, the lady of lower rank must invariably be presented to the lady who is socially her superior.

An unmarried lady should be introduced to a married lady, unless the rank of the unmarried lady is higher than that of the married, when the rule is reversed.

A young woman is introduced to an older woman.

**Rules to Remember.**

It is one of the privileges of her sex that a gentleman must always be presented to a lady, and this rule is absolutely adhered to, except in the case of Royalty.

Mention the gentleman's name first, thus: "May I introduce Mr. Jones?" or in an easy manner say something of a personal nature. Then, turning to Mr. Jones, say distinctly the name of the lady to whom you are introducing him.

When an introduction is made between a lady and a gentleman both bow, but they do not usually shake hands. Often it is felt that a mere bow is uncordial and cold, and the hand is held out. This is not strictly correct, except in the lady's own house, and should never be done by a man. It is always the lady's privilege to make the first movement in this matter, for she holds the woman's prerogative of social superiority.

Among men, however, unless of very different social status, it is usual to shake hands on introduction.

On meeting a person of higher social standing than yourself you must wait till you are "discovered." Recognition will then be notified to you in an unmistakable manner, without which you cannot presume acquaintance.

It is absolutely vulgar to force recognition, and you must be careful not to place yourself out of court by a too evident desire to be seen.

**Meetings and Introductions in the Street.**

If when walking with a friend you meet another friend, there is no necessity to introduce them. Should, however, circumstances render it advisable, and you know that it will give pleasure to both, it is tactful and civil to perform the introduction. Persons so introduced will not pursue an acquaintance further, unless on meeting elsewhere it is mutually desired to extend it.

On meeting acquaintances greet them quietly but cheerfully, exchanging news, and when parting give your hand amiably and quickly, saying all adieux then and

there, for it is considered very bad form to fire some remark over your shoulder as you walk away.

A lady meeting a gentleman acquaintance on the promenade must take the initiative in giving him the right to address her. He should be ready to complete the ceremony by raising his hat and taking her hand in greeting the moment she has given the slight bow of recognition required by the rules of society at such a meeting. She is not supposed to extend an acquaintance made in a ball-room or at a dance, at least in the street, but should wait until she meets her dance partner in the usual social round. If, however, she knows a mutual friend, and is in her company whilst walking, then she may recognize him.

One should be careful that a glance of greeting does not develop into a stare, than which nothing is more underbred.

In hand-shaking, as in bowing, an easy grace should be cultivated. Tricks and affectations are merely vulgar. Do not grip the hand as if bent on crushing the fingers to a jelly, nor yet touch the hand limply as though it might hurt. Take the hand (not merely the fingers) offered you in a firm grasp, give it a gentle grip or pressure and release it easily.

As has been explained, a gentleman meeting in the street a lady to whom he has been introduced as a dance partner, must not presume on this to expect recognition or, worse still, to salute her. She can, however, recognize him if she wishes, although the rule that ball introductions do not establish acquaintance is not often set aside.

### Introductions by Letter.

Tact and discrimination are equally required in giving letters of introduction. Pass such a letter over unsealed. It is often advisable to write a little private note to the friend whom you are asking to receive someone on your recommendation, giving a few particulars of the introduction, with some pleasant notes conveying appreciation of the person concerned and the pleasure it gives you to bring your friends together. Mention if any service is required.

When delivering a letter of introduction to the person to whom it is addressed, it is correct to leave your card at the same time. The recipient should call on you the next day, suggesting any entertainment it is in his power to offer and showing as much attention and friendliness as he possibly can. It is then an entirely mutual concern if the introduction bring about future friendship.

Travellers to other countries should get as many letters of introduction as their friends can bestow; in these cases it is better to post them on arrival at destination.

In any locality a new-comer of importance is called upon by residents of similar status to himself. Should he bring a letter of introduction, he calls and leaves it with his card, and the cards of his family, should they be included (as they certainly ought to be), but he does not go in; it is then usual to wait till this purely formal visit is returned.

The return visit should be made as soon as possible (within a day or two). On the second visit the person who has presented a letter of introduction goes into the house and is personally made welcome.

Letters of introduction are rarely given to persons in London, but the rules given hold good generally, with certain qualifications, in all large cities.

## THE ETIQUETTE OF CARDS AND CALLING

To some people "leaving cards" is an irksome task, if not an actual abomination, as it is to the shy. In olden days the hall slate, and later a visitors' book enabled callers to write down their names; indeed, visitors' books are still kept at Royal palaces and at the residences of ambassadors and persons of great distinction. The visit thus recorded precluded the necessity for "leaving cards" as we know it to-day. None the less, one must feel, if visiting be part of our social duty, that the little piece of pasteboard offers a simple way of announcing to acquaintances and friends that we are desirous of fulfilling our responsibilities in the conventional manner.

British people prefer personally to leave their cards—even if from the carriage or motor they give them to servants to hand in. The French, on the other hand, much more frequently send their cards by their servants, and do not accompany them.

Literally, when you leave cards you are announcing your desire to extend your visiting circle; and it is therefore necessary, unless you wish to convey a contrary impression, to attend punctiliously to the performance of this social rite. The routine of leaving cards determines the degree of your intimacy.

### Visiting Cards.

Visiting cards should be quite plain, and printed from a plate made by the best stationer in the neighbourhood, by whom you will be advised as to the size and style.

The prefix Mr. or any title such as Sir, is always put, and the address is placed in the left-hand bottom corner. In the case of a younger man who has no fixed address, this can be omitted and written *in pencil* when necessary. The only titles printed on a man's private card are those of the military or professional classes as: Colonel Brown; Rev. W. Brown; Dr Brown. Do not, unless for professional purposes, add any initials you may be entitled to use, as B.A., or LL.D. Naval officers add R.N. to their name, and after the name of a Baronet the contraction "Bart." is added, and serves to distinguish him from an ordinary knight.

Among the aristocracy the only title not used on a visiting card is that of The Honourable—this being merged in that of a commoner. The Honourable John Brown becomes Mr. John Brown.

#### On Leaving Cards.

The names of the persons for whom cards are intended are never written in when left at a house: but to save confusion this should be done if the call is made on acquaintances staying at an hotel. Should the visitors be travelling, their temporary address should be clearly written on their cards.

By the acceptance of an invitation for any entertainment, even if the invitation came through a mutual friend, a gentleman may, besides leaving cards the day after, if he wishes, leave cards on the hostess the following season. It remains for the latter to decide if they are returned; if they are *not*, it is understood that the acquaintance is at an end.

If a husband accompanies his wife he leaves one of his cards for the husband of the lady, should that worthy have been absent on the occasion. Ladies do not leave their cards on a gentleman.

A gentleman on leaving home for any but a short period sends a card to the ladies and gentlemen of any house where he has been received as a caller, and these are marked "P.P.C." in the corner, to denote that he begs leave to

say good-bye in conventional fashion. They are sent *by post*.

A newly married man accompanies his bride on certain of her first calls after their marriage, or on their settlement in a new neighbourhood. If they find both host and hostess at home, the lady leaves her card (on the first visit only); if the host is absent, the gentleman leaves one of his cards for him. If neither is at home, then one of the lady's and two of her husband's are left.

On settling in a new locality, new-comers await visits or the sending of cards by those already in residence. In no circumstances must the new arrival make the first call; the initiative *must* come from the older inhabitants. The acquaintance can be discontinued on the part of the latter by not making a second call, or by the new-comer herself by leaving cards instead of calling.

On no account must a new-comer make any inquiries through the servants or tradespeople of the place—that *faux pas* would take a good part of a lifetime to be forgotten. Neither must he pass censure on the older families, no matter what may be his chagrin at being kept outside “the charmed circle.”

### Calls after Entertainments.

The day after a ball given by a private person, a visit or ceremony must be paid personally and cards left in acknowledgment of the hospitality, though the caller does not go into the house.

After a dinner party the visit is a personal one, and should be made on the “At Home” day of your hostess; or, if she has not arranged such a special day on which to receive, a call must be made within three days. In the United States of America these are known as “Digestion Calls.”

A small party entails the obligation of a personal visit within a week.

The correct hour for calling is between 4 and 6 p.m., except where terms of intimacy are established, when a call can be made up to 6.30 or even 7 p.m.

When the door is answered, and if in reply to the inquiry if Mrs. A. is at home, the answer is "yes," the visitor enters and divests himself of his overcoat, his hat and stick or umbrella. Following the servant, he advances towards his hostess, who shakes hands with him, when he passes into the room, and greets any acquaintances he may find there. He goes directly to any who are well known to him, but to an acquaintance of slight standing bows only. Finding a seat, he enters into the small talk as easily as possible, retailing any pleasant items of news he may have gathered, and so on.

One thing absolutely forbidden during a ceremonial call of any kind is to be seen consulting your watch. Another is to yawn or to appear in any way bored. Beware of these *faux pas*.

#### When to Leave.

When another visitor is announced, the caller makes it convenient to leave, not immediately, but within a few minutes. He rises easily and makes his adieux during a lull in the conversation.

A gentleman making a first call remains only a quarter of an hour. He avails himself of a quiet moment when conversation flags, to withdraw, bowing to his hostess and saying a few polite words, such as "I have had a pleasant visit," or "I have been delighted to meet an old friend—Mrs. or Mr. A. Good-bye." He leaves the room, standing aside to let any new-comers enter, but does not detain them from advancing to the hostess, but, if he knows them, bows pleasantly, with a friendly word, and passes to the hall, where he puts on his coat and hat.

When a caller leaves he must place on the card tray in the hall one card for the ladies and one for the gentleman of the house. If the lady is not at home, these cards are left with the servants.

A gentleman does not leave cards on the daughter of the house, but on her mother, or on a lady friend with whom she is staying, if away from home.

On "At Home" days in town, tea and refreshments

are laid in a room near to the drawing-room. The dining-room is the best place. Tea and coffee are served by the maids ; the butler or parlourmaid who announces visitors takes no part in dispensing this hospitality.

If there are several daughters, one is generally in the refreshment room to give a personal note to the gathering, and she is relieved by a sister or a near friend during the hours for receiving, so that she may also assist her mother in entertaining the guests in the drawing-room.

### Chance Meetings.

A gentleman meeting an unmarried lady of his acquaintance on the promenade of a health resort and accompanying her on her return to her temporary place of residence, must not expect her to invite him to go in with her ; nor must he pay a call unless her chaperon or parents notify their pleasure by asking him to do so.

### Visits of Congratulation and of Condolence.

Congratulatory visits are made as soon after hearing good news as your sense of social duty prompts ; so with visits of condolence. In the second case, leave cards only ; do not trouble the bereaved ones with a call for some while after the funeral. When cards have been received conveying "return thanks for kind sympathy and inquiries," it is known that the family are again receiving callers.

## WHEN TO ARRIVE

NOTHING marks the "newly arrived" more than the moment of his or her entry as a guest. Take a dinner invitation; the hour for dinner fixed by the hostess is, say, eight o'clock. The person versed in the etiquette of these functions makes a point of arriving at least a few minutes before that time, it being considered very bad form to be late for dinner.

The same advice might be given to those going to a ball or dance. No one—not even the most raw initiate—wants to arrive too early "to warm the rooms," as it is called, but if the guests are present a few minutes before the band is due to strike up, the hostess will then have reasonable time to make the necessary introductions and to set the dance in motion. It is often very difficult nowadays to find partners for late-comers, who then have to make the best of their chances.

No more than five minutes' grace after the hour stated on a luncheon invitation is permitted, this being but a short affair. It is usual to seat such a party punctually, and a late-comer would probably find the meal already in progress.

The time fixed for a wedding must, of course, be taken literally; the guest is always expected to arrive at least a few minutes *before* rather than after the hour stated in the invitation.

Unpunctuality in all these little affairs is an almost unforgivable sin, and the man who would be popular will be most careful invariably to arrive at least a few minutes before the actual stated time.

## DINNER AND LUNCHEON PARTIES

*"Hospitality I have found as universal as the face of man."*  
—LEDYARD

THE dinner party is perhaps the most important of social observances. An invitation to dinner conveys a greater mark of esteem and cordiality than is conveyed by an invitation to any other social gathering. The highest social compliment that can be offered by one person to another, it is also a civility that can be readily interchanged, a fact which gives it an advantage over all other civilities.

Dinner-giving is a science not easily acquired, as much depends on the talent the host and hostess may possess for such affairs.

It is necessary if a gentleman wishes to give a dinner, evening party, dance or ball to which ladies and gentlemen will be invited, to have a lady member of his own family, or, failing this, a lady friend, married, and preferably not young, to deputize as hostess for him.

**Invitations** should be sent at least three weeks before the date fixed ; in the busiest part of the London season as much as five or even six weeks' notice is given. Guests are inclined to rebel against booking a date so far ahead, however, for acceptance of such an invitation is in the eyes of all well-mannered people a binding obligation. Only ill-health, family bereavement, or some very important reason justifies evasion.

People so inconsiderate as to make trivial excuses at the last moment will soon find themselves omitted from the dinner lists of a host or hostess.

From five to ten days' notice is considered sufficient

for a small friendly dinner. A little note of invitation is usually written in the first person by the hostess. For large dinner parties a printed card is used, with the names written in the allotted spaces. These cards are sent out in the joint names of host and hostess, thus:

*Mr. and Mrs. Brown request the pleasure of*

---

*Company at Dinner  
on Friday, March 20th. 8 o'clock.  
1,000, Portman Place, W.1. R.S.V.P.*

Acceptances or refusals should be sent with as little delay as possible.

The above type of invitation should be answered in the third person thus:

*Mr. Henry Smith has much pleasure in accepting  
Mr. and Mrs. Brown's kind invitation to dinner  
on March 20th.*

To an informal invitation a little note written in the first person is the correct type of reply.

On no account should you, after accepting an invitation, break it at the last moment unless your excuse is very strong. To refuse then upsets all arrangements and spoils the table, for it is almost impossible to fill a vacant space at a few hours' notice.

### **Emergency Invitations.**

This question brings forward another point, that of emergency invitations. A young man should never feel insulted or hurt at being invited at the last moment, for even then it is a compliment to be asked to a dinner party. Anyone who knows anything of the difficulties of hostesses will be ready to assist in such emergencies and will not resent not having received an invitation earlier. It is impossible for the hostess to include all the young people of her acquaintance in her dinner parties, and a gentleman

who brightly and willingly accepts an emergency invitation will find that he has made a grateful friend, and may reap the benefit in many ways beyond the enjoyment of the evening itself.

Dinner hours vary, but a guest should invariably arrive within five or ten minutes of the time named on the invitation. Unpunctuality is unpardonable. It is indeed better to be too early than too late, for by arriving in good time guests give their hostess the opportunity of introducing them.

At a formal dinner party evening dress should of course be worn.

### Arrival.

On arriving at the house, you can leave your coat and hat with the servant in the hall, if you prefer to do so. A hostess should have a room ready for those who would rather go to it and tidy up a little before entering the drawing-room.

If a butler is kept he will announce you on your arrival. In the absence of a butler the servant will conduct you to the drawing-room, and, having asked your name, will throw open the door and announce you.

Gentlemen enter the room a few paces behind the lady they accompany. If a lady is bringing daughters or chaperoning a young friend, the younger lady walks a few paces behind the other, and the gentleman at a little distance behind her again.

### Small Talk.

Ladies sit down soon after entering the drawing-room. Gentlemen stand about chatting for the rather trying ten minutes or so before dinner is announced. When introduced to one of the guests begin to converse at once. It is here that the novice or shy person is faced with a difficulty. Try, if possible, to avoid the subject of the weather. The latest play, book or game should prove an adequate topic for the beginning of a conversation. In the hands of a tactful person these will form the starting-point of

other subjects. Try to avoid controversial matters, for unless you have some knowledge of your companion's views you may find your evening a misery to live through and to look back upon.

### Dinner Partners.

Just before dinner is announced the hostess, or her husband, makes it clear to each gentleman to which lady he is allotted as dinner partner. The most intimate guest takes the lowest seat—as a close friend of the host and hostess—in order that the stranger and the most distinguished may receive their due.

Precedence is strictly followed. Any male guest specially distinguished escorts his hostess, bringing up the rear of the party. The host leads to the dining-room with the lady of highest social or professional status, or the greatest stranger, on his arm, and places her at his right hand. In descending a staircase he would offer the arm nearer the wall.

A man conducts his partner to her seat, waits for a moment until the hostess enters and then sits down beside his partner. He unfolds his table-napkin, casually glances at the menu, and hands it to the lady, chatting easily the while and devoting himself to her throughout the meal, with an occasional remark to the lady on his other side.

A good "diner" is one who maintains by ready wit a light and pleasant conversation with his dinner partner, and also whenever opportunity arises helps to keep the ball of general conversation rolling.

### 'At the Table.

As soon as all are seated take the roll of bread out of the daintily folded table napkin which you will find in your place, put the bread at one side and lay the table napkin across your lap.

Menu cards will be placed along the table. Do not be too shy to study them. They are there to be read, and so that you may know what is to be placed before you, and be prepared promptly to accept or refuse the dishes offered.

### Wine-glasses.

A frequent stumbling-block for the dinner novice is the use of the glasses. There will in all probability be three or more wine-glasses at your place. The first to be used is the smallest, the sherry glass. Sherry is taken with the soup and fish. The others will probably include a small tumbler or a large wine-glass, white or coloured for claret, burgundy, or hock, and a delicate-stemmed, shallow, wide-mouthed glass for champagne, when this is to be served.

If you experience any difficulty in remembering just tell the servant which wine you will take, and you will find it poured into the correct glass.

Anyone preferring water should ask for it when the wine is offered. It is so usual nowadays to find tee-totalers at a dinner party that nothing is thought of it, and aerated waters of various kinds are provided as a matter of course. When drinking do not empty the glass at one gulp ; it is very vulgar to do so. And do not forget to wipe your lips before drinking and after. The sight of the wine-glass of a person who neglects this precaution is not pleasant.

Another matter about which you must be most particular is to eat with your mouth shut. This every child should be taught in its nursery days, but it is often neglected, with the most unpleasant results.

**Hors d'œuvres.**—The first course to be served will be *hors d'œuvres*. They generally consist of a few oysters, or sardines, anchovies, olives and various kinds of chopped vegetables, and should be eaten with a small knife and fork, which are generally laid *on* the plate. If oysters form the *hors d'œuvre*, eat them with a small fork, steady-ing the shell on your plate with the finger and thumb of your left hand. Oysters are raised from the shell by the aid of the fork. They should be eaten whole. If olives are served, and you care for them, take one at a time with the fingers.

**Soup.**—Next comes the soup, for which a soup or tablespoon is laid. If fried breadcrumbs or powdered

cheese are offered, help yourself to some with the spoon provided.

Be very sure to make no noise when taking soup, and tilt the plate slightly *away* from you, if you need to, not towards you. Use the spoon as noiselessly as possible, and take from the side, not from the point. If you need bread, break small pieces off the dinner roll and convey these to your mouth. On no account cut, rub or handle bread on the table except when in process of breaking it off.

**Fish.**—Fish follows. You will find a fish knife and fork laid for this service; the blade of the knife is silver, not steel. Carefully draw the flesh off the bone, pushing the latter to the side of the plate, and eating small portions of the fish at each mouthful. Fish is sometimes served with sauce, to which you help yourself from the sauce bowl, which comes along as quickly as the servants can get round the table. A ladleful is all you will require.

Whitebait are generally taken whole, one, or at most two, at a time being passed by the knife to the fork. Or the fork only is used, in which case it is held slightly upright so as to pierce the tiny fish surely.

**The Entrée.**—Then comes the entrée, which should always, if possible, be eaten with a fork alone. Cutlets, sweetbreads or game require the use of a knife, but rissoles, quenelles, pâtés or timbales are eaten with a fork only. The correct way to eat curry is with a spoon and fork.

**Joints and Game.**—Meats, joints, poultry or game follow the entrée usually, though it is becoming customary to dispense with the more solid meats and have the lighter varieties of game or poultry in their place. Large knives and forks are provided for this course.

Do not start to eat the meat until the various vegetables and sauces have been handed to you. When you have finished, lay your knife and fork side by side on your plate, the knife right side up, and the fork with the points turned upwards.

Small birds are tantalizing in eating. There can be removed only very small portions, and they must be con-

sidered a *bonne-bouche*, or dainty morsel, in consequence. The diner must rely on the "remove," as the joint is termed, to give him the more substantial part of the menu.

**Vegetables** are always eaten with a fork, including asparagus, unless special tongs are provided for this. It is out of fashion to lift asparagus off the plate in the fingers; the newer and better mode is to break all the edible part off with the fork and so convey it to the mouth. Early asparagus often forms a course by itself. The habit of eating this with the fingers still prevails. Take a small quantity on your plate, dip each stick in the melted butter which is served with it, and raise it to the mouth. The ringed ends of the stalks should be laid at the side of the plate.

Globe artichokes give only a very small feast. Raise the leaves on the fork and gently press with the teeth to obtain the flesh and juice, removing the leaves by the end of the fork. It is difficult to do this comfortably, and many decline the struggle for so small a return.

Peas should be gently pushed on to the back of the fork and so conveyed to the mouth.

**Salad** should be eaten from the plate (often crescent-shaped) on which it is served, but cucumber is eaten from the dinner plate. When served with fish it is eaten from the fish plate.

**The Sweets.**—It will serve as a reminder when taking the sweet course that the spoon for this part of the meal is named a "dessert" spoon, and is called into use for fruit tarts, custards, etc. Wherever the sweet is substantial enough to admit of being carried to the mouth with a fork, this is the right implement to use.

**Cheese** is taken up on a piece of biscuit or bread to the mouth, never on the edge of a knife. A small piece about an inch square is usually taken, except in the case of Stilton. This cheese is scooped out from the centre, not cut, and the portion taken is rather more liberal than is the case with other kinds.

**Dessert** is taken sparingly—it comes on late in the service.

**Finger Bowls.**

Finger bowls are removed from the dessert plate. First lift the bowl to remove from the plate the lace d'oyley it has been resting on. The d'oyley you place on the table to the left, and on this you put the finger bowl. When dessert is finished lightly immerse the hands, one at a time—*only the finger tips*—and softly wipe them on the napkin. The napkin you crunch slightly into a tidy heap at the side of your plate and do not fold.

**On Eating Fruit.**

*Peaches* you will find quite easy to manipulate if you gently, with your left hand, plant the fork into the soft side of the fruit and with the knife draw the skin from the top downwards towards the centre of the plate. When the fruit is skinned, cut it away from the stone in halves; you can then take a section off as you please.

*Grapes* are placed in the mouth and the skin is lightly withdrawn. The seeds must be removed on the fork, which you hold sideways to your mouth to receive them. Place the seeds on the dessert plate.

*Oranges* are difficult, but the best way is slightly to cut the skin down from the top and draw this firmly away with the knife, holding the orange in the left hand. Then draw a section at a time away and remove the pips on the fork, as with grapes.

*Tangerines* can be handled to remove the skin, and the sections taken as from an ordinary orange.

*Pineapple* is full of juice; you must eat only a small piece at a time for this reason. Cut these pieces from the centre, leaving the outer edge uneaten.

*Apples* are held firmly by the fork and peeled sideways.

*Nuts* must be cracked with the implement provided, and it behoves all who eat them to make as little litter on the plate as possible.

Eat slowly, noiselessly, and with your mouth shut. Don't pause or hold long arguments and forget that the dinner is kept waiting by you.

Use your napkin before taking up your glass and when you put it back on the table. Also use it immediately after you have taken soup.

At the conclusion of each course, place your knife and fork side by side on your plate. If you cross them it is taken as a sign that you have not finished or that you desire a second helping, and such ought never to be requested at a formal dinner.

When the ladies withdraw, the gentleman nearest the door rises as they pass and opens the door for them. The host by right should be on the alert to do this, but a young man is acting courteously in rising with alacrity to perform the service.

The host, after the retirement of the ladies, offers his guests more wine or liqueurs, and the talk is a little freer, but nowadays merriment is never obtrusive or blatant, and the ladies are soon joined by the gentlemen, who often take their coffee with them instead of in the dining-room. This rule makes for a quicker reunion and is certainly in favour.

#### After Dinner.

Music, or "listening in" to a wireless concert, will follow if time permits, but if the dinner has been enjoyable, conversation will have prolonged it until well past nine or nine-fifteen. A bright, genial host and a lady who has charm make the time pass very quickly, and pleasant conversation for half an hour or so brings ten o'clock round, when the guests take their leave.

You need not attempt to shake hands with all your acquaintances. A bow and a smile are sufficient, as it is well to leave as unobtrusively as possible, thus avoiding breaking up the party.

You must not fail, however, to bid farewell to your hostess. In a few words, as she shakes hands with you, express your gratitude for a pleasant evening.

After the conclusion of the dinner it occasionally happens that a soirée is held in the reception-room.

A gentleman who has talked with his lady neighbours

at the dinner-table may remain in their company if he finds this acceptable to them, and he would, if it is convenient, be of service to them on leaving, that is, by seeing them safely to a taxi or to the nearest station.

In the country the host usually makes it his business to see his lady guests to their motors. If the party is held in town he sees that this is done by his servants.

Don't break up a dinner party earlier than ten, unless for a very good reason. A game of bridge often winds up such a party, but remember the correct hour for leaving is about 10 p.m.

The tipping question is one over which mistakes are apt to be made. A golden rule to remember is that it is quite unnecessary to tip the servant at a house where you have dined. If a servant obtains a taxi for you, or does some other trifling service, a tip may be given, but even that is optional.

### Luncheon Parties.

The etiquette at luncheon parties is much less formal than that of dinner parties. If you have been invited, it is not necessary to inquire if your hostess is at home. You may, if you care, say to the maid, "Mrs. —— expects me."

If the host be present, he escorts either the guest of honour or the most distinguished of the ladies from the drawing-room to the dining-room, but he does not offer his arm. The others follow. If gentlemen are present they are not paired off as at dinner parties, but distribute themselves at the table in order to attend to the ladies.

Married ladies go in before the unmarried, gentlemen bringing up the rear.

The menu is simple and may or may not include soup. Coffee is served at the close, either at table or in the drawing-room, where the guests are expected to remain only for twenty minutes or half an hour. They then take leave of their host and hostess and any friends, bowing gracefully to the guests whom they may have met for the first time.

## PUBLIC DINNERS

PUBLIC dinners may be classed as those given by societies or public bodies, and those given by institutions, such as some of the great City companies. When given by an association, the function is generally managed by a committee, who have the arrangement of all the details, such as choosing the menu, the wines, preparing the programme of music, instrumental or vocal, and arranging the sequence of speeches. A guest invited to such an entertainment who may not be of the few highly placed personages who sit at the cross-table or on the dais, and from whom speeches are expected, will, on arriving at the restaurant, hotel, or public institution selected, find that the first thing required of him will be his invitation card. In exchange for this he will be handed, or will find at his place at table, a more or less elaborate menu card, which will also contain the list of music and the order of toasts. After depositing his hat and overcoat in the cloak-room, receiving a numbered ticket for them, he enters the reception- or drawing-room, his name is announced, and he passes into the room, goes up to the chairman and members of the committee, who stand by themselves to receive the guests, bows or shakes hands, and passes on to join the other guests who are either sitting or standing in groups engaged in conversation. He should then look round for the seat plan, which is probably posted up on the wall or on a screen in the room, and will ascertain where it has been arranged that he shall sit at dinner.

After a short interval the announcement is made, "Dinner is served," and the chief guests head the procession to the

dining-room. As soon as the guests are seated, the toastmaster or other official calls clearly, "Pray, silence, ladies and gentlemen, for grace."

Grace having been said—it is often omitted at smaller club dinners—the meal proceeds in the ordinary way, and the remarks given elsewhere under the heading "Dinner Parties" will be a sufficient guide.

Not until the health of the King has been drunk is smoking permitted, and it is usual even then to wait for the chairman's formal announcement that the company may smoke. Afterwards the various speakers address the company according to the order on the programme, which may be printed separately or, as is usually the case, combined with the menu.

### Wines.

If the dinner is not strictly an invitation function, but one for which you have bought a ticket—as in the case of doing honour to some celebrity, philanthropist or traveller, or someone in connection with a society or club—the wine steward takes the orders of the various diners for whatever may be required in the way of liquid refreshment.

It is quite usual for several acquaintances to "share a bottle."

If, on the other hand, it is strictly an invitation dinner, certain wines, named on the menu, accompany the various courses and you partake of them at your will.

At the close of the dinner it is not usual to take leave of any but your own near acquaintances.

Conversation at such public dinners may often be fairly intimate even among those not previously acquainted. *Bon-mots* and humorous anecdotes are related as the meal progresses, but are in very bad form whilst the speeches are actually being made.

At dinners given on behalf of charities, it is well to go prepared with a cheque or subscription, as a collection is often made on these occasions. If not prepared to subscribe, it is more discreet to stay away.

With regard to tips, the only ones usually recognized

are those for which the plates on the cloak-room table are laid ready in expectation of silver coins, though sometimes a plate is passed round for the benefit of the waiters. Though no fees are actually necessary at table, the initiated person is well aware that the man behind his chair can administer to his wants and see that he is liberally provided with viands and wines or other matters without keeping him waiting longer than necessary. A tip, quietly conveyed while the dinner is under way, is not by any means wasted.

It sometimes happens that semi-official dinners are given at private houses, when proprietors of newspapers or wealthy men interested in certain undertakings entertain the staff of those employed. In such circumstances it may be as well to warn the guests against addressing the footman as "waiter." This may appear to be superfluous advice, but the writer has himself been present on one occasion when the mistake was made, evidently to the intense indignation of the magnificent being thus addressed.

At such dinners the host treats his guests for the nonce as social equals. By having invited them to his house he places himself in the position of regarding them as he would his own friends at his dinner-table. Any infraction of this would be in the worst taste. It is also usual to abstain from business talk at such times as these, the conversation being directed to general topics.

Though the fiction of social equality is maintained by the host, the guests need not adopt a familiar, free-and-easy manner in response. True manliness involves sufficient self-respect to preserve the possessor from falling into this error; but it is, perhaps, a little difficult for the novice, on such occasions, to bear himself in such wise as to avoid undue familiarity on one hand and an air of stiffness and stand-offishness on the other. In his anxiety not to appear to presume upon the friendliness of his host's manner, he is apt to wear a rather repellent air. And this is more particularly so when the *employé* is by birth the equal, if not the superior, of his entertainer.

It often happens that a man at the head of a great business has risen from obscure beginnings to the command of wealth and a high position in the world, enjoying a title and many of the extraneous advantages of rank. Among those whom he employs may be several who are his social superiors in all but wealth ; but any of them who imagine that this fact gives them any claim upon his consideration, or entitles them to converse with him upon a footing of equality, make a radical mistake. Their position, as regards their employer, is exactly that justified by their standing in his firm. The true gentleman is well aware of this, and would never dream of asserting himself in any way on the strength of being well-born or highly educated. He leaves all that kind of thing to the man who feels his claim to gentlemanhood to be so shadowy and insecure as to need constant insistence.

Besides, the host is usually the elder, and deference to seniority is an important part of good manners, and sits well upon the young.

## AT HOMES AND RECEPTIONS

INVITATIONS are issued in the form of printed "At Home" cards, or ordinary visiting cards on which have been written beneath the name of the hostess the words "At Home," and the day and date. The lower corners of the card bear the address and a brief indication of any special entertainment that will be provided, e.g. "Music." The name of the invited guest is often written across the top left-hand corner.

At Homes may be small afternoon affairs or large afternoon or evening functions. The first are informal, friendly gatherings. The hostess greets each new-comer as he enters the drawing-room, afterwards mingling with her guests and doing all in her power to promote their enjoyment. It is not usual to provide any entertainment such as music. Refreshments are of a simple kind : tea, coffee, thin bread-and-butter, iced drinks, and perhaps claret cup, with cakes and the inevitable cigarette, partaken of in the drawing-room and served by the maids, assisted perhaps by the daughters of the house.

It is the rule that, if a lady at an At Home is seated and is greeted by a lady newly arrived in the room she rises and shakes hands, but she does not rise when greeted by a gentleman.

A gentleman rises on being greeted by a lady, and should not seat himself till she is accommodated with a chair.

The hostess at small At Homes often finds opportunity to make agreeable introductions.

Unless very intimate, visitors should not be among the early arrivals at At Homes.

### Large At Homes.

At large At Homes the hostess remains practically stationary near the drawing-room door, and guests entertain each other. When there is a lull in the entertainment they will proceed to the tea-room, as they feel inclined. Leave-taking is not necessary. As soon as the guests generally are making a departure, it is usual for the remaining few also to do so.

The hostess does not, as at morning calls, ring to signify to her servants that guests are leaving. When waiting for car or carriage, the guests remain in the dining-room or hall. Gentlemen render assistance to ladies passing out to their motors or carriages.

### Receptions.

The hostess receives at the head of the staircase outside the drawing-room door, the host himself standing just within the room.

As soon as the servant has announced you, go at once forward to be received by your hostess, and later by your host, remembering, if a lady is with you, that she goes first.

Introductions on these occasions are generally between friends, but rarely has the hostess time to attend to more than the reception of her guests.

Entertainment of a musical character is provided during the evening. Later, supper is served, the host taking down the principal guest. It depends on the size of the party whether the supper is served from a buffet or at small tables, as at large balls.

After supper, from eleven-thirty to twelve o'clock, many of the guests do not return to the drawing-room, but get their coats and await the coming of their motors or carriages. Hence there is no leave-taking. Most evening parties are over well by one o'clock; those held on Saturdays, by general consent, by twelve midnight.

## BRIDGE PARTIES AND BRIDGE TEAS

INVITATIONS are sent out either by means of the visiting card or by a friendly little note. If the former, the words "At Home," day and date are written in, under the name of the hostess, and "Bridge, 3.30 p.m." in the opposite corner to that on which the address is printed. To-day, however, Auction Bridge is much more commonly played than the older form of Bridge.

The hostess asks only a few people, and to ensure the pleasure of her guests she makes up the tables in the order likely to produce it

She tells her guests to which table they are allotted and they then cut for partners. The hostess herself plays, and it is neither necessary nor desirable to make small talk

Guests merely remove their hats and coats on arrival.

Evening bridge parties receive much attention from the hostess, who herself arranges the small tables, placing the names of each quartette of players on a card, but leaving it to them to cut for partners. The number of the table at which the guest is to sit is given to him when he is received by the hostess. Partners go into supper as they have been paired at the tables.

Guests begin to arrive at about a quarter to nine for nine o'clock play, and the game goes on for three hours. If a set supper is not served, dainties are laid out on a buffet, and play is sometimes broken off half-way, to enable the guests to take refreshment. This is not always done, however, for at some tables the play is too emphatically "the thing" to suffer interruption.

**At the Card Table.**

Some players, otherwise perfectly polite and well-bred, throw all ordinary considerations to the wind when they assemble at a bridge table, and at the slightest slip are so irritable and cross that they make things disagreeable all round, and one is inclined to suppose that their winning of the game, to say nothing of a prize, is a matter almost of life and death. Others are perfectly amiable so long as they win, but let them lose only a few points, and they pettishly throw down their cards and declare they will not play another round. They will hold a "post-mortem" at the close of every round, tell their partners they should have done so and so, and then the game would have been theirs, or hector and bully to such an extent that nervous players lose their heads and make the most stupid blunders. In such cases the game is not worth the candle, and players of that type had better give up playing or stay at home and learn the art of self-control.

## PRIVATE BALLS AND DANCES

THE invitation to a dance is the usual "At Home" card, the word "dancing" being printed in the corner. Don't put the word "Ball," however grand the entertainment. The only distinction in the wording should be the addition of the word "small," or "early," which will convey to the recipient the fact that the dance is not an elaborate affair or on a large scale.

The invitations are in the name of the hostess, but if the host is a widower with a daughter both his and her name are printed on the card. If the host is a bachelor, the card should be sent in his name.

If a friendly note is sent with the invitation the word "ball" can be used; but it should never be printed or written on a formal invitation card conveying a private invitation.

The invitations are sent out on the usual printed card, thus :

*Mrs. B—,*  
*AT HOME,*  
*Tuesday, June 3rd.*

*Dancing 9.30.*  
*1,000, Portman Place, W.1.*

*R S V.P.*

The guest's name should be written across the top of the card.

In affairs of greater importance ladies sometimes, at the suggestion of mutual friends, invite to their dances guests (men particularly) who have hitherto not been known to them. In such cases the invitation cards bear on top the

additional words "By request of Mrs. B—." On the arrival of such guests the hostess shakes hands with them, as do also her daughters, and the visitors make their way at once to the friends through whom they have been invited. The chances are that they will soon become merged into the circle in which they find themselves.

An ordinary dance is opened by the guest of highest importance. A hostess should make introductions with due kindness and tact, but she will use all possible care to make these wherever it is prudent, and in every other way ensure the pleasure of her guests, the success of her ball or dance depending on her exertions and talent for entertaining.

In town, introductions are not so lavishly given, as many of the guests will be acquaintances.

Strict etiquette requires that the host takes in the guest of highest standing, and the hostess should arrange her guests in order of precedence as to their individual position in the county. A lady should be taken back to the ball-room by the gentleman with whom she has been in to supper, even if she has joined or been joined by a party of friends in the supper-room. Should she be due to dance with a gentleman other than her supper partner, she would on his coming for her to the supper-room return to the ball-room with him and not with her supper partner.

It is the duty of a lady's partner in "the supper dance" to escort her, immediately the dance is over, to the supper-room, where he secures her a table and attends gallantly to her requirements. He must not be too long at the table, because this delays other people needing supper. To remain "feasting" over-long is a mark of ill-breeding at any time and is particularly taboo at a ball. The lady, too, will be engaged for the following dances, and her presence is necessary in the ball-room after the usual interval for refreshment.

A gentleman, while being a cheerful companion, must maintain a decorous and chivalrous attitude towards his partner, and never more so than when seated *tête-à-tête* with her at supper. He must remember that it is a special

mark of favour to him that she has accepted his services in this case, and that he must honour the occasion by being her cavalier in the best sense. On returning with the lady to the ball-room he must attend her until the gentleman to whom she is engaged for the next dance seeks her ; or if he is himself due to claim his partner for this, he must take his supper partner to her chaperon or to friends, there to await her next partner.

Unless a gentleman seeks by such publicity to bring his admiration of a lady before his acquaintances, and she has no objection to this course, it is not desirable to dance frequently with the same partner. The daughters of the hostess must be asked by the gentlemen for a dance during the evening. Naturally they cannot dance with every gentleman present, so that it is wise to make this request early in the evening—that, at any rate, is the more gallant way.

In dancing the fashionable American dances, it is not good taste to dance these as a comedian, but as a gentleman who is piloting his friend of the moment for mutual pleasure.

It is not necessary to take leave of the hostess after a London ball or dance, but in the country intimacy is so much closer that this is generally done.

In the country, dances are as a rule arranged between November and February.

### **Afternoon and Dinner Dances**

Afternoon dances are conducted in much the same way as large At Homes. Invitations are sent out on At Home cards, with the words "Dancing 4 to 7." On arrival, the guests simply remove their coats and proceed at once to the dance-room.

Dinner party dances are excellent entertainments, to which no one can take exception. They are quite private affairs, and are often given by several ladies, who agree to give the dinners at the home of each in turn. Sometimes the dance is arranged by a group of ladies on a "subscription" basis, a hall being taken for the purpose of the

dances, and all the guests going on to the hall after dining at the house of the hostess.

The dinner is always informal and short, every one looking forward to the more interesting part of the programme.

The refreshments during the dance are not at all elaborate; simple iced drinks, tea and coffee, sandwiches and cakes only are provided, and dancing is not kept up till a late hour.

Young people enjoy these affairs; girls are not chaperoned, and therefore there are no tired middle-aged people anxious for the evening to end and likely to hurry away the happy dancers, who are all at their best despite the late hour, enjoying each other's company in a pleasant fashion and under excellent conditions.

Simple musical arrangements only are needed and there are no decorations, so that these dinner dances are not prohibitive on the ground of expense.

About a fortnight or three weeks' notice is sufficient, such invitations giving ample time for the men to keep the date open. As a rule the dances follow at fortnightly intervals, each lady doing her best to bring new couples to the succeeding dances.

## PUBLIC BALLS AND DANCES, ETC.

### County Balls.

COUNTY balls are differentiated from country balls by being made up by specially organized parties of their own set, brought by the ladies of the neighbourhood. These are joined by other residents in lesser groups, the degree of importance or smartness of a ball depending largely on the neighbourhood in which it is to be held. London families frequently attend these balls.

County balls open at about ten, and the best people leave not later than two.

Town balls are invariably a little later both in opening and finishing.

The cards for a public ball are presented on arrival.

### Charity Balls.

A charity ball, either in town or country, is under the patronage of ladies who are established leaders in these matters ; but they often lend their names only in order to give the function status and assured success.

It is very necessary, if the office of stewardship is undertaken, to give some personal attention to the financial liabilities attaching thereto, as in case of a deficit the stewards are expected to make good any loss.

The ladies of the neighbourhood hold meetings to arrange all matters relating to charity functions, and undertake to interest their friends well ahead of the date of the actual entertainment.

It is not necessary after each dance for young unmarried ladies to be escorted or to return to their chaperons, but

only now and again to assure them that their protégées are enjoying the dance. When closing time approaches, a girl's partner must always conduct her to her chaperon, with whom she will leave the hall.

### Subscription Balls.

During the season at watering-places, subscription balls are often arranged, and in these house parties are greatly to the fore. It is equally the rule for single couples or a few friends to join together and form parties—very joyous and enlivening such gatherings can be.

Club balls are similar affairs; in these introductions are frequently made between fellow-members.

### Opening a Fancy Dress Ball.

The opening of a fancy dress ball is generally a courtesy offered by the committee to some celebrity present, and it is done by means of forming a square dance, a quadrille, a waltz or a fox-trot.

### Subscription Dances in the Country.

These are made up of local society in sections. The members of the oldest and highest families head the list, and are allotted the top of the ball-room. The professional classes come next, and so the rest of the patrons follow. Usually these are particularly happy functions, and vulgar rivalry is conspicuous by its absence.

### Invitations.

If the subscription dance is held at a house, the invitations are sent out on At Home cards having in one corner the words :

*Subscription Dance,  
8 to 12 p.m.*

A subscription gathering of this character is organized by two or three families, who use the tickets among friends, the expenses being pooled.

There is a more elaborate type of subscription dance arranged by several ladies, who also sell some of the tickets among their own friends. The dance is of a more public nature, and is held in a large house or public hall, where rooms are set aside and arranged for the entertainment by a caterer, who also supplies a buffet supper.

Then there is the **Public Subscription Dance**, held always in public rooms or halls, the hire of which is negotiated by ladies who have formed a committee for the purpose of holding the dance and on whom all the arrangements depend. Such functions are often held on behalf of charities. The tickets are sold for the series, as a rule, but some can be bought singly. The general public, strictly speaking, are not included as guests at the dances, but it is easy to buy tickets through an acquaintance for a party of friends who desire the opportunity to meet and dance under pleasant conditions.

At subscription dances the etiquette usual at all public dances is followed.

No visits are paid or cards left on the hostesses holding public subscription dances, and no adieux are made when the guests leave the rooms.

### Some General Remarks.

Ten days' notice for a dance, and three weeks for a ball are usual.

On leaving the cloak-room at the end of the dance, it is usual to give a silver tip to the attendant if the ball has been held in a public room.

A general mistake is made as to the exact duties of a steward at public balls. No strangers have the right to expect this gentleman to introduce them. He is usually selected because he is influential, and his name is likely to bring guests to the function to which he has lent his name and given his time. It does, of course, happen that the stewards know many of the guests, and they can and do introduce their acquaintances, but that is a personal pleasure, not a public duty.

At public balls friends, as a rule, make up parties, and

these will be found making "sets" of their own, so that they are entirely independent of others which may be similarly made up. Public balls are those for which tickets of admission are paid, but it is still usual for these to be purchased from the patronesses or the committee—and even if through an agency or box office, it is an unwritten law that circumspection is required by all who distribute these tickets, to ensure the respectability and status of those who attend.

There are certain dances peculiarly the mode, which have by custom been established and retained by certain communities ; the lancers, for instance, is danced frequently at hunt balls, and quadrilles are even now danced at State balls.

Country balls are conducted with more strict attention to etiquette than is usually the case in London, at least in the case of supper precedence.

## CLUBS

THE advantages of clubs are being realized with increasing appreciation every day, for to the business man, the lonely man, or the man who is not comfortably or conveniently settled at home, the club is one of the greatest of boons.

### How to Join.

Those who wish to join a club should write to the secretary for the rules and forms of application. If it is a new club, the names of two friends must be given as references, their consent having been asked and granted. If the club be old-established, it is generally necessary to be introduced and seconded by two members who have agreed to act as social sponsors.

Having filled in the application form, the prospective member hands it to his friends, and when they have filled in their names the form should be returned to the secretary, who will bring the matter forward at the next committee meeting and send the intimation of election, when the necessary subscription should be paid by return.

Having been elected, members must make it their business to study the rules and regulations of the club, and rigidly observe them. The man who monopolizes the best chair in the place nearest the fire, and appropriates an undue share of the most up-to-date papers, is never popular. The new member should be ready to give up his chair to an older member or an older man, to co-operate with his fellow-members in their common interests, and to behave as courteously and kindly to them as if they were fellow-guests in a friend's house.

Another pitfall is that of joining in conversation. If a member enters the club drawing-room and finds two or three members conversing he should not immediately join in. If they wish him to be included, one will address some friendly remark and thus give him the opportunity of joining the little circle.

The successful club member is the man who is invariably courteous, never obtrudes his own views, and never indulges in gossip or discusses a member as soon as his back is turned. "Speak of a person as you would speak *to* him" is an excellent motto, and its observance will save the unwary from much unpleasantness.

When using the club dressing-rooms, it is well to remember that they should be left as one would wish to find them. Brushes, combs and towels are usually provided in neat array for the use of the members, and should always be left in a tidy condition.

"Neither a borrower nor a lender be" is another useful maxim for club members.

If you play cards or billiards, pay immediately all scores.

Should you be appealed to by a member for monetary assistance have courage and refuse! These people are excellent readers of character and hunt their prey with skill and persistence till their nefarious work meets its reward and the club is cleansed of their presence. While careful yourself to uphold by circumspection and good manners the honour of your club, do not be censorious of other members.

Club servants should *not* be tipped. There is usually a "Holiday Box" on the mantelpiece of the dining-room, or in some other conspicuous place, where members may place their contributions from time to time, the proceeds being equally divided among the servants.

## AT THE PLAY

It is bad manners to enter the theatre late, disturbing the audience and annoying the players or singers. It is equally rude, if not absolutely compelled, to leave before the entertainment is ended, unless during an interval. Nothing is more annoying to players and audience than persons who persist in carrying on a conversation during the performance.

In taking ladies to a place of entertainment a gentleman hands them into their motor, taxi, carriage, or omnibus, getting in last. Arrived at their destination, the gentleman alights first, handing out the ladies, and giving any necessary orders to the driver and paying the fare. By the way, it is always as well to give instructions beforehand to the driver as to the precise time he is to pick up his party. The police regulate the traffic outside places of entertainment, and naturally view with disfavour any prolonged dialogue where vehicles are setting down or taking up their occupants in quick succession.

Should a hired motor or brougham be used in going to any place of entertainment, or to a party at a private house, the plan is sometimes adopted of giving the driver a bright-coloured handkerchief, scarlet or orange perhaps, that he may wear conspicuously and in this way be at once recognized. It is a miserable business on a wet night to hunt for a conveyance up and down ill-lighted streets when in evening dress and patent leather boots, and anything that tends to shorten the task is advisable. Few ladies enjoy waiting in the draughty vestibule for an indefinite period.

If it is a question of a taxi, the commissionaire at the door is the best person to get one, which he will do for a small fee.

Here again a word of warning is needed. There are men who, in their special care of the ladies in their charge, forget that it is no part of their duty to ignore the claims of other women who have not the advantage of belonging to their party. One has seen men who ought to have known better rudely push other ladies away from the door of a taxi or railway carriage in order that their own womenkind may be well looked after.

Between the acts the majority of men go out and have a drink, and perhaps smoke a cigarette in the bar or the *foyer*. But who shall say what golden opinions are won by those who do not follow the custom! However, it is a recognized custom, so much so that a smoking *foyer* is attached to all the theatres. A warning bell is rung in it a few minutes before the rising of the curtain.

Refreshments, chocolates, etc., are carried round by attendants, and at *matinées* tea is frequently served as well. Should refreshments appear, it is the duty of the gentleman of the party to ask the lady, or ladies, if they wish for any, and to pay for what is taken. The gentleman also secures and pays for the programmes, and obtains opera-glasses if the ladies have not come provided with them.

## MOTORING, DRIVING, RIDING, ETC.

### Driving.

“WHEN driving keep to the right and you’re sure to go wrong” is a good thing to remember, because in Great Britain it is the *left* side of the road always. If overtaking a steam tractor or a badly driven motor or horse vehicle, drive with care to the right of them, and always with precaution downhill or past a hair-pin bend in the road. When driving, it is expected that a man will raise his hat in acknowledgment of salutes, and it becomes a neat performance only after much practice to get the whip into its socket and the hat raised at the psychological moment.

It is no longer considered ungallant to smoke when driving with a lady. Should a gentleman be driving with a lady who meets with acquaintances to whom he is not known, he awaits an introduction before joining in the conversation, which, however, she does not herself prolong. If, for some reason, she thinks an introduction undesirable she bows to the others and signifies through a quiet nod that she would prefer to continue the drive.

### In the Carriage or Motor.

In handing ladies to their carriage, a man offers his right arm to the senior of the party and walks with her to the door, opening it with his left hand. The other ladies will probably follow without escort, but if not, he must offer his arm to each in turn, holding an umbrella over them should it be raining. He closes the door and conveys their orders to the coachman or chauffeur. Should he be invited to enter with them, he always takes the back seat—that is

if a carriage—with his back to the horses, unless specially invited to the front one. He must not either raise or lower the windows unless requested to do so. Should he be smoking, he throws away his cigar or cigarette at once. If he should be a very intimate acquaintance of the lady, he may ask her permission to smoke, but never otherwise, since it is disagreeable for a woman to refuse such permission, and consequently she often gives it when she really dislikes the smell of tobacco, especially in the limited space of a carriage, should it be a closed one.

### Riding.

When riding, a man, should he wish to pass, must always ride quietly past a lady who is mounted.

The rule of equestrians is to keep to the left, the man riding on the right of a lady.

In passing traffic in front, rein a little to the right, resuming at the earliest moment the proper course.

It would be well for a gentleman who has not been in the habit of riding with ladies to take a lesson in mounting them at any livery stable he cares to attend. The service is quite simple:

The lady will be found standing by her horse, with her hand on the saddle. She extends her left foot, which she will place in the opened palm of the hand of the gentleman mounting her. She makes a neat spring which he, by a gentle push upwards, accelerates, and in this manner she gains her seat in the saddle. He now adjusts her foot (or feet should she ride astride) in the stirrups, and the rider is ready for the going. He should explain if he has a restive horse and does not dismount for this reason.

### The Courteous Motorist.

When motoring, avoid all ostentatious noise with exhaust or horn. Give a wide berth to a person who is riding a restive horse, and slow down if you are near motorists in a car with which they are evidently experiencing difficulty, and offer assistance.

If a car wishes to overtake you pull well in to the left and, with your hand, sign the driver to pass.

Never forget that the driver of a car behind you takes it for granted that you will continue on a straight course unless you warn him, by a sign of the hand, that you are either stopping or turning left or right.

When there is much traffic on the road, and you wish to overtake a vehicle, wait until you have ample room to pass. Do not cut in between two cars approaching from opposite directions, thus causing inconvenience to both, and perhaps an accident ; these cars have the right of road, and if you are caught between them the blame is yours.

Do not squeeze a car off the road by pulling in to the left just as you pass ; this is the act of a true " road-hog."

When " parking " a car in the street, in an enclosure, or in a garage, endeavour to place your car so that it may be as easy as possible for other motorists to leave without having to move your car—other people may want to get out easily and quickly.

Slow down when passing cyclists or pedestrians on a muddy or very dusty road ; mud splashes are not pleasant, and pedestrians object to dust.

Never, as you value friendship, ask the loan of petrol from a friend who lives in an out-of-the-way place where he may have difficulty in buying enough spirit to take him along after helping you by giving up some of the precious stuff. It is unfair.

The etiquette of seating in motors is exactly that of other carriages. There is, however, one thing to be strictly avoided : don't ask for seating accommodation on a friend's car going a journey. It may have to run light for some reason and you may prove " the last straw."

When the driver is negotiating a difficult piece of road, courtesy requires that passengers shall not distract his attention or endeavour to interest him in anything other than the business of driving.

Always drive carefully, and remember that even if you do not value your own life highly, you must respect the lives of others.

Good and steady driving is as essential to the comfort of those riding in the car as it is to the preservation of the car itself. The driver who accelerates his machine to a break-neck speed and then suddenly jams on the brakes is as trying to the nerves of the occupants of his car as he is destructive to the tyres and machinery. The man who flies round corners "on two wheels," also puts undue strain on the tyres and the machine.

With the good driver there should be no rush and bustle—everything should be done steadily and smoothly. The driver who keeps up a steady, even pace will arrive at his destination just as soon, if not sooner, than the man who proceeds in a series of rushes and jerks.

Do not take risks because you are an expert driver; there are others on the road who cannot drive and who have but little nerve—they rarely do what you would expect them to, or what they should do; hence many accidents.

Study the Rule of the Road and abide by it.

## THE ETIQUETTE OF OUTDOOR GAMES

NOTHING keeps a man healthier or saner than a love of sport—good, clean sport such as Britain is favourably known for all the world over.

### Cricket.

Cricket etiquette is generally understood by players, but as others at times are impressed into house-party elevens, a handful of cricket “don’ts” will not be superfluous.

Don’t run down the middle of the pitch, thereby spoiling the wicket for the batsmen who will follow you. Run wide.

Don’t call your partner for strokes you have made behind the wicket ; he is the judge of these. The striker calls for hits in front of the wicket, and for these alone.

Don’t send your partner back when it is probable that this will cost him his wicket. Be a sportsman and take the risk yourself ; however slight your chance may be of getting in, it is greater than his.

After making a bad stroke, do not prod the pitch with your bat to tell spectators that the defect was in the ground.

If you are bowled first ball, don’t say :

- (a) that it was the best ball of the match.
- (b) that it was the worst.

Don’t try to rehabilitate yourself by recalling huge scores you have made on other occasions.

On the other hand, if you come off, don’t embitter the unsuccessful by demonstrating how easily they might have played the balls that defeated them.

If you find yourself in the position of captain, bear in mind that in this class of cricket the "not out" of the first innings, who has had no chance of distinguishing himself, has a prescriptive right to go in first in the second innings.

Remember that while, theoretically, declaring is optional, friendly cricket is impossible if you keep your opponents in the field all day.

**Points for Spectators.**—Never cross behind the bowler; wait until the completion of the over.

Be moderate in your fault-findings, and if you are among strangers avoid disparaging comments entirely.

### Golf.

The laws which govern good behaviour on the links are not framed for the purpose of introducing impressive ritual into the game, or to emphasize artificial conventions. Their sole object is to secure for the individual player protection from unnecessary annoyance, and for all players a minimum of inconvenience.

By far the most important thing to bear in mind is that whenever a player is making a stroke there must be absolute silence. When the player is addressing his ball, preparatory to taking his shot, all those with him, his partner, his opponents and their caddies, should stand well away on either side. If they take up a position behind him, or at the back of his club, they may catch his eye during his swing and thus spoil his stroke. Every golfer knows that it is essential to "keep one's eye on the ball," and a slight movement, or a sudden remark, may divert the player's attention at a critical moment.

As each hole is passed, the player who won it has "the honour," or right of driving first from the next tee, thus the term "your honour" or "my honour."

In playing "through the green," i.e. in every case after the tee shots have been made, it is always the player whose ball is farthest away from the "pin," or flag pole, who plays first, irrespective of the number of strokes he has already taken.

Do not hold up the circulation of the links while you

hunt for a lost ball. Signal to the following party to play through. On the other hand, never play through another party without their permission.

When on the putting green it is essential that all possible care should be taken to avoid spoiling the turf in any way.

In this connection it may be mentioned that all "divots," or pieces of turf cut in making a stroke with iron clubs, should be at once replaced and stamped into the ground so that the grass will grow again. The cutting of turf in this way is not necessarily a sign of bad play, although of course a novice will frequently tear large pieces out of the earth without moving the ball. The correct manner of playing many shots involves "taking turf," and it is obvious that if this were not always replaced the ruin of the links would speedily follow.

Very few golfers are insensitive to the nerve-shattering power of the first tee, with its audience of critical waiting players; and the novice will be well advised to make his *début* in a distant corner of the links, where any misjudged shots may be studied and remedied without regard to the patience of players "following up." In any case, the beginner should arrange to pay his visits to the links on slack days, when his slow progress will not wreck other people's enjoyment of their game.

As in every branch of sport, ostentation is an unforgivable breach of the etiquette of the game, and the novice who goes forth to play with a full bag of clubs lays himself open to a severe snub. For the beginner, four, or at the most five, clubs are enough, and any young player who insists that he requires anything more than a brassie, an iron, a mashie and a putter, and possibly a driver, at once gives away the fact that he has an unpleasantly exaggerated idea of his own prowess.

To save any possible unpleasantness when playing over a strange course it is advisable, ere setting out, to memorize any "local rules" likely to be transgressed.

The points which must be remembered at all cost may be summarized thus :

Never drive from the tee until the players in front have made their second strokes and are *out of range*.

Never play up to the green until those in advance have holed out and moved off.

Never pause on the green to discuss strokes and adjust scores if others are waiting.

Never speak or move, or do anything to distract the attention of the partner or opponent who is addressing his or her ball. Stand well back out of reach.

Remember that a single player gives place to all but a single player, and a party of three to a couple or a foursome.

Without the consent of the player a ball should not be moved or lifted from the spot in which it lies.

Carry a lady's bag if no caddie is at hand, and help her selection of clubs, if agreeable to her.

Non-players strolling over a golf course must recognize the rights and privileges of players. They should on no account trespass on the greens, which are carefully tended at much expense, and they should keep well out of the way of golfers, especially when "fore" is shouted, or they will incur considerable danger.

### Lawn Tennis.

As in all games, consideration for other people's feelings should govern one's behaviour on the tennis ground.

Do not take advantage either of an opponent's weakness or your partner's energy; share the work of the game as you hope to share the honours. At the end of the set do not omit to thank both your partner and your opponents.

Whether playing or looking on, do not criticize play.

Never "change over" at the end of a set if others are waiting to play. Do not monopolize the best (or any) court on a club ground.

If you are a strong player do not partner solely with people of your own class: contrive to gladden the hearts of weaker players by inviting them to play with you occasionally.

These are but a few of the observances which go to make the tennis ground a pleasant place.

## TOILET HINTS

STRICT attention to the smaller details of the toilet is absolutely indispensable in a man wishing to create a favourable impression on those he meets in social or business life.

The hair, the nails, the teeth, are quite as important in a man as to a woman, and a few hints as to their care can be usefully followed.

Don't brush the hair too harshly, or for too long—that way baldness lies.

The nails must be brushed, not scraped, to free them from dirt, and filed regularly every week—on no account should they be cut with scissors.

The care of the teeth is a very real necessity in these days, and a regular attendance at the dentist every few months must not be evaded.

The teeth must be well brushed night and morning and any small lingering deposit from savoury dishes or discolouring from smoking removed from the intersepections of the teeth, and also from the breath, by a good rinsing out of the mouth with a little warm water and any good mouth-wash.

Alexander the Great is reputed to have introduced shaving to enable his soldiers to elude capture by the pulling of their beards by the enemy. From the days of the Plantagenets and during the time the Stuarts were on the throne, flowing locks, bewigged heads and much ornamentation of hair on the face prevailed. Strangely enough, religious obligations generally curtail personal indulgence in hirsute ornament. The Buddhist priest shaves austerey, and the

Puritan age brought about extremely drastic changes in this direction.

A man owes it to himself to be self-reliant in the matter of shaving if he travels much—first on the score of the badness of foreign barbers in many places, and as a secondary consideration in order to avoid the iniquitous charges made (especially in the United States of America and Canada) for the ordinary plain shave given in England for a small sum.

With modern safety razors the process of shaving is simple enough, and every man who attaches any importance to the impression his appearance makes on others will shave *every morning*.

## PICNICS AND RIVER PARTIES

PICNICS, like garden parties, are at the mercy of the elements, but given good weather, only the most blasé person refuses to be thrilled at the prospect of a party of agreeable companions on a visit to some beauty-spot of renown.

It is quite usual to travel by motor-cars, putting in the luncheon and tea baskets. On such occasions the party must one and all determine to "give and take" without ceremony.

The happiest arrangement is for the young people to be in one car and the elders in another, the elder folk starting last, so that the younger, when they arrive at the spot where luncheon is to be taken, may make all ready for the arrival of the second car. There is considerable fun in store for the girls and young men in preparing and laying out the feast. No one expects a princely spread, but a very dainty and enjoyable meal can be arranged.

A picnic is the merriest of social gatherings if taken in the right spirit, always providing the weather is kind.

**Race Parties** carry luncheon hampers, and, unless the hostess is wealthy enough to make a smart affair of the meal (in which case it is served by her own servants or by those of the caterer who supplies the viands), a very appetizing lunch is served through the assistance of any and every member of the party.

A regimental picnic arranged by officers in country quarters is most enjoyable. The regiment sends motors to meet and return its visitors to the station, besides sending the guests to the place where the picnic is being held.

Invitations are sent from and acknowledged to the regiment.

### River Parties.

Lunch baskets taken on river trips add materially to the pleasure of the outing. Paper plates and dishes, if used, should not afterwards be thrown "on the face of the waters," to remain drifting hither and thither to the intense annoyance of other boating parties.

New-comers to river-boating should bear in mind the following rules of the river, the observance of which is vital to both safety and pleasure.

Coming down with the current, keep to the middle of the river.

Going against the current, keep as close as you can to either bank.

Should other boats be going the same way and desirous of overtaking, they must make a circuit and not take the shore, which belongs, by the "rule of the road," to the front-boat.

A boat going up-stream meeting others coming down, and erroneously going too near the shore, should not go out, but keep its proper place towards the bank.

Respect the patient angler, and for your own sake keep out of the way of his lines.

Should you meet a sailing-boat, give it a wide berth, especially when it is "tacking."

The omnipotent steam-launch commands respect for itself, but keep a sharp look-out to avoid it.

When passing through a lock, don't try to shoot ahead of boats in front ; it is risky, ill-bred and ill-timed. Certainly *place aux dames* is in evidence more on the river than in other public places. A man is always ready to help ladies take their boat over the rollers.

## GARDEN PARTIES

OUR fickle climate renders the chances of a garden party very uncertain. If Fortune favours, there is an abiding charm about such a gathering, even in London or the suburbs, for some of the older houses boast delightful gardens which are in vivid contrast with their stern, forbidding façades.

One can invite a larger number of guests to a garden party than to an indoor affair; there is more room, and the seating of a crowd is not so bothering a factor in the arrangements.

A gentleman can issue cards without a hostess for this function, though the presence of a lady is an advantage for everybody concerned.

The invitation cards should bear the words "Garden Party" in place of the usual "At Home." About three weeks' notice should be given; and if it is intended to provide facilities for lawn tennis or other entertainments the fact should be stated in the corner of the card opposite to that bearing the names of the invited guests (to which "and party" is often added in the case of large country affairs).

Unless the grounds are really large enough to put up a marquee, it is infinitely wiser to place the refreshment buffet in a room conveniently near the garden door. Of course, in the country a garden party usually synchronises with the display of the season's roses, or the favourite flower of individual cultivation, and it is the pride of host and hostess to show these treasures to their guests at the height of their beauty.

At a larger garden party a band is always engaged to play popular music, and even, should there be a lawn, to provide dance music for the young people.

Tennis, clock golf and croquet are often played at such functions, and as many sets as possible should be provided for guests.

Should it be wet the party automatically becomes an At Home, in which case the tact and talent of the hostess are likely to be exercised to the full. It is prudent to have rooms and indoor entertainments in readiness in case of a sudden downpour of rain.

Garden parties are generally held from three-thirty or four o'clock, and are kept going until 7 p.m.

If friends bring strangers they must make a point of introducing them to the host and hostess, whom they will find receiving guests on the lawn.

Whenever it is possible to do so departing guests should take leave of the hostess ; but it is not a matter of great moment should they not readily find her.

Some accommodation must be set apart for the vehicles of friends driving or motoring, and refreshments should be provided for the servants or chauffeurs who attend them.

## ENGAGEMENT

THE old rule that a man must approach the father of a girl before offering himself in marriage to her has now, to some extent, died out. At the same time it is considered dishonourable for anyone to propose to a girl in the face of the decided disapprobation of her family. Clandestine courtship is also regarded as dishonourable, except in circumstances where the girl is unhappy or oppressed and needs a champion. The right way to ask for the admired one's hand in marriage is in person. This is always preferable to writing, though some men have not the courage to adopt the first course. Should the lady accept the offer, the happy wooer must take the earliest opportunity of seeing her father, or, failing him, her nearest relative, and begging him to permit the engagement. Should he consent, all is well; but in the contrary case, his decision must be accepted. To allow a girl to engage herself against the wish of her family is to drag her into a false position. Very often submission to the decree effects more towards procuring its reversal than violent opposition.

Immediately upon having the engagement ratified, the accepted suitor gives the lady an engagement ring. This should be as handsome a present as he can afford to buy. Together with all other presents and correspondence on both sides, this ring must be returned if the engagement should be broken off.

The accepted man is in duty bound to spend most of his leisure with his intended bride. He must not go off for a sojourn abroad while she is spending some weeks by the sea in England, unless she has expressed a wish to that

effect. It would be a considerable "snub" to her to do so. Society has sometimes been amused by the announcement one day of a "marriage having been arranged between Mr. A. and Miss B." and on the next of the intention of Mr. A. to start for a tour round the world. This almost always means that the man has been entrapped into a proposal, and would willingly retreat if he honourably could. Such things happen only too often. Manceuvring mothers have much to answer for in the matter. Worldly girls have often sufficient wisdom of the serpent to bring a reluctant wooer to the point, and by immediately announcing the engagement to their friends, to make it extremely difficult for him to retreat.

Sometimes a girl falls so wildly in love with a man that she creates a kind of corresponding, though passing, fervour in him, and while it lasts he believes himself in love, though his emotions are only a mixture of gratified vanity and that physical attraction which needs true love to redeem it from the fleshly sort. Should marriage follow upon such courtships as these, where the girl takes the initiative, the union is very seldom a happy one. No man should drag a girl into a long engagement. Nor should any man propose to a girl until he is in a position to provide for her, or hopes shortly to be able to do so. He is only standing in the way of other wooers. Such trifles as wealth and ease may appear as nought to the mind of the youthful lover, not to be weighed for a moment in the balance with love and young romance. The girl, too, may be of the same way of thinking at the time, but it the more behoves the man, the stronger, to consider her and to remember that poverty is such a bitter and a cruel thing that it even kills love at times.

## MARRIAGE

### Legal Formalities.

MARRIAGE in England or Wales is not permitted until authority has been obtained in one or other of the following ways :

#### Publication of Banns.

Banns must be published for three Sundays preceding the marriage, in the parish church of the parish in which the parties dwell, or in some church belonging to such parish. If the parties live in different parishes, the banns must be published in both.

The marriage must be solemnized within three months, otherwise the banns will have to be republished.

Seven days at least before the time required for the publication of the banns the parties must deliver to the incumbent a notice in writing, giving their Christian names and surnames, their present addresses within the parish, and particulars of the time during which they have lived at such address.

The marriage can only be solemnized in the church, or one of the churches, in which the banns were published. The ceremony must be performed between 8 a.m. and 3 p.m., and in the presence of two or more credible witnesses, besides the clergyman.

#### Marriage by Ecclesiastical Licence.

The licence may be either an ordinary licence or a special licence.

(i) *An ordinary licence* is an authority granted by a

bishop by which a marriage is permitted to be solemnized without the publication of banns. One of the parties must personally swear before the surrogate that he believes there is no impediment to the marriage; that one of the parties has for fifteen days immediately preceding resided in the parish; and, where either of the parties is under twenty-one, that the consent of the parents or guardians, if any, has been obtained.

Such licences may be obtained upon personal application either at the Faculty Office, 23, Knighttrider Street, Doctors' Commons, London, E.C., or at the Vicar-General's Office, 3, Creed Lane, Ludgate Hill, E.C. (between 10-4, or Saturdays, 10-2); or, in the country, at the registry office of any bishop, or from some clergyman who has been appointed for the purpose by the bishop as his surrogate or deputy.

A licence issued by the Faculty Office or the Vicar-General's Office is available in any diocese.

(2) *A special licence* is an authority granted by the Archbishop of Canterbury to marry at any convenient time or place; it is only obtainable in exceptional circumstances.

The position and means of the bridegroom will determine the fee to be given to the officiating clergyman. It will range from one to five guineas; the fee to the verger from 2s. 6d. upwards.

These fees should be given to the best man by the bridegroom before the ceremony, as it is the duty of the latter to attend to the defraying of expenses.

### Marriage at a Nonconformist Church.

The certificate of notice, with or without licence, to marry obtainable from a superintendent registrar of marriages is the civil form which may be adopted instead of a publication of banns in church or the licence granted by a bishop. A certificate of notice takes twenty-one days to obtain, and a certificate with licence is obtainable on the expiration of one day after notice; neither is available for more than three months.

Where it is intended to obtain such certificate, or licence,

notice must be given by one of the parties to the superintendent registrar of the district in which the parties have dwelt for not less than seven days immediately preceding such notice, if it is intended to apply for a certificate, or for not less than fifteen days where a licence is required. If the parties live in different districts such notice must be given to the registrar of each district in cases where the marriage is not to be by licence. A copy of the notice is exhibited at the office of the superintendent registrar for twenty-one days.

The marriage may be solemnized in any church within the district of the superintendent registrar, in the same way as a marriage after publication of banns; or in any building certified according to law as a place of religious worship and registered as a place in which marriages may be solemnized; and according to such form or ceremony as the parties think fit to adopt, provided that in some part of the ceremony each of the parties declare that they take the other for their husband or wife respectively. The marriage must be with open doors, between 8 a.m. and 3 p.m.; and in the presence of some registrar of the district in which the building is registered, or, if the parties prefer, in the presence of some person certified as having been duly authorized for the purpose.

#### **Marriage at a Registry Office.**

The marriage may also be solemnized at the office and in the presence of the superintendent registrar in the presence of some registrar of the district, as well as two witnesses; and under the same conditions as in the previous case, except that there can be no religious or other ceremony. The parties may, if they like, subsequently add any religious ceremony, but it will not supersede the marriage before the registrar, and will not be entered in the parish register.

#### **The Bridegroom's Duties**

It is the duty of the bridegroom to provide the wedding ring and the bouquet for the bride. He will also give

bouquets to the bridesmaids and some small present (usually a piece of jewellery). It is only graceful if he also presents his future mother-in-law with a bouquet. He is expected to provide the motor or carriage in which he and his best man drive to church and in which he and his bride drive from church to the place of the reception and thence to the station.

The bridegroom and his best man usually arrive early at the church, and await the others in the vestry, where the best man often saves himself considerable time by settling the various fees before the ceremony.

The guests come next, of course at the time for which they have been invited.

The bridegroom and the best man then take their places at the right-hand side of the chancel entrance, and the others take their seats in the vicinity.

The bride is the last to arrive. At the altar she meets (for the first time that day) her future husband and takes her position at his left hand, with her father or nearest male relative at her left hand.

At the conclusion of the service the bride takes the bridegroom's left arm and follows the clergyman to the vestry, the bridesmaids, best man, parents of the bride and bridegroom, etc., coming after. Here the register is signed, and good wishes are offered to the bride. The best man usually hands the marriage certificate to the latter. The newly wedded pair then slowly leave the church arm-in-arm for their car or carriage. The others follow according to prearrangement.

Receptions have almost taken the place of the tedious sit-down breakfasts of our fathers' and mothers' day. Toasts and speeches are also wisely curtailed. Indeed, the less formality there is on such occasions the better. At best, a wedding is always a great strain on those concerned and their near relatives.

The bride's father proposes the health of the pair, the bridegroom responds and proposes the health of the bridesmaids, to which toast his best man replies, and is generally looked to for a neat and telling speech on so

pleasant a topic. The bridegroom may then propose the health of his wife's parents, and other toasts may follow according to prearranged plan.

At the conclusion of the breakfast the bride retires to assume her travelling-dress, her adieux are then made, and she proceeds to the car or carriage with the bridegroom, followed probably by confetti, the usual cheery good wishes, and perhaps satin slippers for luck. It is bad form nowadays to throw rice.

### **The Responsibilities of the Best Man.**

The first duty of the best man, or groomsman, is with the bridegroom to attend at the vestry to make arrangements for the ceremony.

If the best man, who must be a bachelor, is not acquainted with the bride's family, he usually meets them at dinner the evening previous to the wedding.

He attends the bridegroom at the ceremony, waiting with him at the side of the altar rail, and keeping him free from the little worries which *will* crop up. He sees that the ring is conveniently placed ready for the service, and during the ceremony stands at his friend's right, slightly to the rear.

Immediately after the ceremony he offers his left arm to the chief bridesmaid, whose cavalier he is for the day, and follows the newly wedded couple to the vestry, where they sign the register, and then walk down the aisle to the porch. He sees the bride and bridegroom off, also the parents of both, and then drives to the reception with the bridesmaids, having attended to the payment of fees, tipping, etc.

If there are toasts he responds to that of the bridesmaids in a bright, witty manner. He also assists the bridegroom in his preparations for going away and superintends the disposal of the luggage in car or carriage.

It is part of the duties of a best man to see to the arrival in good time of the vehicle in which the newly-married couple drive away.

Having bought the railway tickets beforehand, he now

hands them to the bridegroom, together with a list of the boxes, etc., for purposes of identification later. Should there be any need for his services at the railway station to see to luggage registration for abroad he would make the journey in a separate car or taxi specially reserved or taken for himself.

The best man is supposed to be the only person who officially knows the place to which the couple are bound, and he is not supposed to mention, or to be asked, their destination.

The best man pays all outgoing fees on behalf of the bridegroom, including those of the officiating clergyman, organist, pew-opener or verger, and also those of the chauffeurs or drivers of any hired vehicles used to take guests from the bride's house. He also pays for the car in which he and the bridegroom drove to the church, and the car in which the newly-married couple drove away.

## COUNTRY HOUSE VISITS

HAVING received an invitation to come down for a few days, and having accepted in the usual manner, you will find on arrival at the station a carriage or motor which has been sent to meet you, and probably one or two other people who have come by the same train. You put each other at ease by saying a word or two apropos of being bound for the same house, a formal introduction by your host following at the first opportunity.

Your own man would, of course, find the waiting motor for you and see to the removal of your things from the railway carriage or guard's van. If you have come unattended, you gather up your rugs and papers and make your way to the platform, where the servant of your host will readily find you and see to your luggage.

On arrival, you will be personally welcomed by the hostess, and after taking some refreshment go up to your room, where you will be met by the valet who has been assigned you for your visit, should you have come without a servant. He unpacks and arranges your clothes and sees that you have all that is required.

Having brushed up a little, you go down to the hall and join other members of the house party. Usually it is tea time, the hour for pleasant chatter, a game of "loo up" in the billiard-room, or a stroll to the stables to view the horses, if they have not been "going," or to the kennels —a never-ending source of keen pleasure to a genuine sportsman or sportswoman. A game of bridge often goes on briskly, and so the time passes until the dressing gong sounds.

Going to your room, you will find your clothes all ready laid out by your own or your host's man, and after your toilet is completed you go down to the drawing-room. Here you will be introduced to any guests whom you have not previously known, and your host will assign you to a dinner partner, your hostess in all probability if you are ripe in years or the most distinguished of the newly arrived guests.

Some light entertainment is the rule after country house dinners—music, the wireless, bridge, billiards, tournaments, and so on, unless there is a dance on at a neighbouring house, or one has been arranged by your hostess at her own. If the ice is good you may even get a skating carnival—always fine sport on a moonlight night. Scotland gives the best chance for skating, of course, but it is always wise to be provided with well-kept skates when going to country houses on a winter visit.

Candlesticks are arranged on a long table either just outside or sometimes inside the drawing-room. It is a nice old-fashioned courtesy to attend the lady who is saying good night to her host and hostess, and to light her candle for her in true gallant fashion. This is, of course, where electric light does not deprive you of this charming duty.

The men, as a rule, take a final smoke and, maybe, a nightcap glass with their host, but it is not necessary to lay yourself out at this hour as a raconteur. Remember that "early to bed and to rise" is the usual order of things in the country.

### In the Morning.

Having told your man what you are doing: shooting, hunting, fishing, motoring, or simply walking, he will put out the necessary clothes for the occasion. He will also bring back the clothes and boots which were taken away after being worn yesterday, and have now been brushed and are ready again for use. He will turn on your bath, having given you a cup of tea if you wish it, and, if desired, will assist you to dress. He will also take orders as to

any commissions to be executed for you at his leisure during the day.

Breakfast is quite informal; no servants wait at table, each guest helping himself; a gentleman assists any lady to the dishes she may prefer from the sideboard, and she in turn pours out tea or coffee for him.

At breakfast the post-bag is unlocked, and the letters are distributed, some going upstairs to the ladies who may be breakfasting in their rooms. Newspapers are glanced at by some, more steadily read by the elder members of the party. The day's programme is discussed, and then away to the business of the day, joining the others in any gathering which gives an opportunity for enjoyment of that character which holds the world's *cachet* as the sport of an English gentleman.

### House Party Festivities.

It requires a considerable amount of self-discipline to conform with good grace to all the plans for your amusement while staying as a guest at a country house—continually to be making one of a party “going here,” “doing this” or “that.” Take as an instance, going to luncheon at a neighbouring house whose members have visited by invitation (and doubtless for your entertainment) at the house where you are staying, and this being your only acquaintance with them, you are really almost strangers to each other.

### Sunday.

Contrary to London habit, luncheon parties on Sunday are not arranged in the country, nor does visiting take place on that day.

Church attendance, walks, a visit to the stables or the kennels, letter-writing, getting to know one another a bit, and a general personal touch fill out a country Sunday. Motor drives do take place, but the horses are very rarely out, and it is a sure thing that “lights out” is earlier on the Sabbath than on any other night of the week! At some houses cricket, tennis and croquet are played on

Sunday afternoons, and billiards in the long winter evenings, but this is a matter whereon religious convictions and not rules of etiquette have the last word. No guest who disapproved would be pressed to join in these relaxations, nor would divergence of opinion be made the occasion of heated controversy. Both good manners and good feeling tell us that the "Day of Rest" should not be made a day of distress to anyone.

### Tips

A gentleman staying at a house gives to the butler and footmen 5s. or 10s., according to the length of stay, either a few days or under two weeks; the chauffeur 5s. for a long, 3s. for a short stay; the head housemaid 3s. to 5s.; this would be augmented by a second gift from the wife of the visitor if she has been with him.

## CARVING

ALTHOUGH but little carving is done at table nowadays at dinner parties, there are, nevertheless, many occasions in ordinary social life and in travelling when a man may be called upon to assist in the carving of some joint or poultry placed before him.

Although nothing but actual practice can make a man proficient, a few broad hints may be useful in showing the lines on which one should proceed to carve various joints.

A fowl or chicken is carved by first detaching the legs. Next take off the wings by dividing the joint ; lift up the pinion with your fork, and draw the wing towards the leg, and the muscles will separate better than if cut. Remove the merrythought from neck-bones, and divide breast from body by cutting through the tender ribs. Lay the back upwards and cut it across half-way between neck and rump. The breast and thighs are considered the choicest bits.

Nearly all kinds of small game birds are carved by simply cutting them in two, from the neck to the tail, unless they are given whole.

The best way to carve a ham in order that the fat and lean may be served evenly, is to begin in the middle and cut out thin, circular slices ; though some carvers begin at the large end of the ham, which is certainly the most saving way.

In carving a sirloin of beef begin at either end, or in the middle. The outside should be sliced downward to the bone, while the inside or tender loin part should be sliced thin, lengthwise, and a little of the soft fat given with each piece.

But little skill is required in carving a round of beef. It should be cut in thin, smooth, and even slices.

A fillet of veal is cut in the same way as a round of beef. If it is stuffed, cut deep through the stuffing, and serve each plate with a thin slice, and also a little of the fat.

A leg of mutton should be sliced lightly, for if pressed too heavily the knife will not cut, but will squeeze out all the gravy. Begin to cut in the middle, as that is the most juicy part. Cut thick deep slices, and help each person to a little of the fat and some of the brown, or outside.

In carving a fore-quarter of lamb, separate the shoulder from the breast and ribs by passing the knife under and through it; then separate the gristly part from the ribs, and help from that or the ribs, as may be chosen.

A haunch is the leg and a part of the loin. In carving, help about equal parts of the fat of the loin and the lean of the leg. Cut each part directly down through, in slices about a quarter of an inch thick.

A saddle of mutton should be cut in thin slices from tail to end, beginning close to the backbone; help some fat from the sides.

## TRAVEL

THOUGH recent years have witnessed a great improvement, it must be confessed that the Englishman often shows to disadvantage when on a Continental tour, betraying woeful ignorance of the veriest rudiments of the art of travel. He should bear in mind that he cannot reasonably expect the manners of the people among whom he is staying to be altered for his particular benefit, and that it is not the nationality which makes the gentleman, but his actions.

### Continental Travel.

It is odious perpetually to be instituting comparisons. It is discourteous to those with whom you may be temporarily thrown ; and it detracts from your own comfort and pleasure. You may dislike this, that, or the other thing, but all the grumbling in the world is not likely to alter it. The matter complained about may, and very likely does, exactly suit the taste of the foreigner, and as he prefers his own taste to yours, you must either accept it or remain in your own country. What is more, by grumbling you proclaim the fact that your ideas are primitive and insular, and display your ignorance of the habits and customs of foreign countries.

Remember you are in a strange country, where you must expect to see strange things. Be especially careful not to say or do anything that will touch the pride of the people, or show disrespect to their religion.

A place of worship, whether Catholic or Protestant, Greek or Mohammedan, should never be entered but with reverence.

### On Paying Bills.

To carry on open warfare with hotel proprietors and managers, taxi-drivers, guides, and the like, is a fruitless and disagreeable business.

Looking at the matter impartially, there is just as much plundering at home as abroad ; but the Briton, in a strange country, cannot conceive that possible. He, consequently, often attacks nearly everybody who asks him for money in a tone which would imply that the person was a scoundrel and a thief, and his anger boils over should his judgment or experience be questioned.

Nothing is gained by grumbling and growling at every stage of the journey, but a good deal is lost in the way of comfort and attention. Of course, one need not allow oneself to be fleeced by knavish people without a murmur, or without trying not to pay what is in excess of that which is right. But the better way is to avoid doubtful places and people, and place oneself in the hands of men who have a reputation for fair dealing to sustain. The chances are that between the persecutions of knaves and the worry of your own reflections, you will pass through some of the most beautiful places on the Continent with no other recollection of them but that you had, at such and such spots, been imposed upon.

### At Hotels.

At the hotel the Englishman, generally speaking, is very reserved, even with his own countrymen. There must be the inevitable introduction, otherwise our friend never allows the acquaintance to pass beyond a nodding one. Now this must appear absurd to every man of sense. You may be on your guard against imposture and yet be civil.

There is one type of Briton who is even more objectionable than he who merely favours all and sundry with "the stony British stare," and that is the man who comments loudly and unfavourably, in English, to his own party upon the ways and customs of the country, and assumes that the natives do not understand what he is saying.

## ON BOARD SHIP

IF an old traveller, you will know all that is worth knowing about ocean travel, and may skip this chapter, which, however, may be of real value to the novice.

On coming aboard ascertain at once where you can get any wires or letters which have been sent on board for you. These are always handed up as soon as you are identified as a genuine passenger.

### Sharing a Cabin.

If you are the first to take possession, occupy no more than your bare share of drawers, receptacles and pegs. Beware of the odd one.

Remember that the ship is continually moving and rolling, and this necessitates your putting everything either in a flat case or in a drawer well supported to keep in position, or in the receptacles provided in the cabin.

If you have been wise enough to have all bottles for toilet use and drugs put together in a small basket or a soft leather bag you can take out those you need to use frequently, and leave in the receptacle all those wanted only occasionally. You can generally hang this small bag up on a friendly hook somewhere in the cabin.

### Luggage.

Put what you want for general wear in the chest of drawers, and hang up suits, coats, etc., as carefully as possible. If you are travelling by a line that permits occasional access to "hold" baggage (it is well always to inform yourself upon this point when taking your tickets;

great inconvenience is suffered at times by passengers who have taken for granted that a privilege they have enjoyed upon some boats is granted upon all) you will have in your cabin trunks only what you are *sure* to want. Upon one great line at least the "Wanted on Voyage" label is a cause of stumbling, being intended for trunks carried in a baggage-room to which access can be had only on stated occasions, but which is sometimes placed in error upon trunks needed in the cabin, instead of the correct label "Cabin."

Don't leave things lying about the floor to be thrust ruthlessly aside, or through the port-holes, in a violent mood, by your long-suffering travelling companion. As the only passport into the little kingdom of a liner is the cost of a ticket, it behoves you to protect yourself and your belongings.

Keep tobacco and cigars well secured and your trunks locked. Place valuables in the care of the purser. In all probability your cabin-mate will prove a pleasant, honourable fellow, but in the event of your finding any real cause for complaint, you can always interview the chief steward.

When entering your cabin late at night, do so as quietly as you would enter your room at an hotel.

Don't smoke in your cabin if it should prove objectionable. In some ships it is actually forbidden.

If you shave yourself you should have with you a safety razor—otherwise make an appointment with the barber for a certain fixed time every day.

Take the first occasion of giving your cabin steward a preliminary tip. He is a very obliging, useful person, quite prepared to valet you, in a lesser degree than your own servant, it is true, but very usefully. He will lay out your dinner suit, pumps, tie and handkerchief, put in your studs, and make you as comfortable as he can. It is astonishing what a lot of work these young men get through. An occasional cigar will please him, and is really well earned by the countless little services he performs so cheerfully for you.

### Meals.

Unless you are very sure of yourself, avoid at the beginning of a voyage prolonged walks before breakfast. A timely word of advice: eat carefully but well if you are likely to prove a bad sailor.

A good walk before dinner will do you good. Dinner is a more serious affair than lunch, and every one appears carefully groomed, but not by any means "got up"—just a dinner jacket, rather than the swallow-tailed coat, with a silk shirt, and a freshened leisurely air are all that is necessary.

Wines and spirits are cheaper on board than on shore, and so are most smokes. It is well to tell the head steward just what you want supplied to you as a rule in the way of drinks—even what siphons—he will then make it his business to see that you have what you require without a prolonged interval between giving your order and being supplied, and he will take charge of your wine when it is removed after each meal.

He presents the bill for drinks at table each week, and this is immediately paid by the passenger.

### Deck Etiquette.

Anyone who has travelled much at sea will treat the deck surface with great respect, having regard to the hours expended on its daily cleansing.

Deck etiquette demands that you neither drop indiscriminately into another passenger's chair, nor take up books and papers which are not actually your own or on loan from the library, nor must you scatter torn paper over the deck.

### Deck Chairs.

There is no universal rule as to deck chairs. Upon some lines they are free, while upon others they are hired from the Company and a fixed location for the whole voyage is assigned, although the two things do not always go together. If you do not know the customs obtaining

on the boat by which you are to travel, it is wise to write to the chief deck steward beforehand asking him to reserve you a chair and a sheltered location on the south side of the ship. You are safe then in either event. If the freer rule obtains you are on the same terms as the others, and if the stricter you are in the fortunate condition of being well placed for the voyage, for from this position, when it has once been staked by your chair being placed there, no one can move you. It would be against all rules of ocean-going etiquette to do so. Neither can you, nor must you, disturb anyone else's deck chair once it has been put in place by, or for, its owner.

You must not accost a lady on board ship any more than you would in a public highway. Even if you have rendered her some service, you must, as soon as this act is performed, raise your hat and leave her.

### Dancing on Deck.

Dancing on deck is always popular, although the movements of the ship make it at times a violent form of gymnastics. At these dances strict etiquette is relaxed, but not wholly set aside. It will still be your duty to "ask the pleasure of the next dance" and to return with your partner to her friends or chaperon at its conclusion.

### Ship Acquaintances.

Do not rashly make acquaintances on board, and never enter freely into business conversations with strangers, nor join them in any game of hazard, unless you are very quick at spotting fraud and trickery.

It has not infrequently happened that gangs of swindlers have got aboard some of our best boats for the express purpose of fleecing passengers, or getting them "fixed" for easy robbery when the voyage is over. Remember that these folk, who are of both sexes, are often the counterpart of decent people, and their manners easily disarm the unwary.

## FUNERALS AND MOURNING

WHEN a death occurs, the painful duty of making known the fact is undertaken by the head of the family, who writes to inform relatives and friends. If an announcement is to be inserted in the newspapers it should be handed to the undertaker, who usually sees to such matters, and also makes the necessary arrangements with the cemetery or crematorium officials.

### **“No Flowers.”**

Unless expressly stated otherwise in the announcement, it is customary for friends of the bereaved family to send floral tributes—not necessarily entirely white, as in former times. These should have cards attached, bearing the sender's name and a message of sympathy or affection, as indicated by the intimacy of the parties concerned.

Letters of condolence are amongst the most difficult one is ever called upon to pen, and they must be dictated entirely by individual feelings and emotions. A short sympathetic note, dealing more with an appreciation of the deceased than the sorrow of the mourner, is better than a lengthy string of platitudes, which, instead of soothing, only tend to increase the grief of the recipient. Black-bordered stationery may be used, but is not obligatory.

Men should wear black neckties. The gloves may also be black, but dark grey are also in good taste.

Those invited to attend a funeral should wear black clothing and be at the house punctually at the hour mentioned. All assemble in one room until it is time to join the funeral procession. Mourners having cars or carriages

of their own will naturally drive in them. As a rule, however, vehicles are provided by the family for all who have been asked to attend.

When the procession is ready to leave, the ladies of the family who intend to follow make their first appearance, and are escorted by the gentlemen to the cars.

### The Funeral Party.

The order of precedence at a funeral party is :

First the hearse, then the nearest relatives or representatives, then more distant relatives, and lastly friends.

It is kinder of friends, even if they have been asked, to refrain from returning to the house, now that the custom of providing luncheon after a funeral has lapsed.

Calls of condolence should be made within a few days of the funeral. The caller should not go into the house, but merely leave a visiting card bearing the written words, "With kind inquiries."

When the family feel able to receive callers it is customary to send out cards of thanks for sympathy and inquiries. Friends should then call, taking care to dress as quietly as possible for the visit, and remaining a quarter of an hour only. Unless the bereaved ones themselves refer to their loss it should not be mentioned.

### Mourning.

Within recent years the wearing of mourning for relatives has been greatly modified, the periods having been curtailed and the wearing of crape almost discontinued, except in the case of widows.

Great latitude is allowed to men in the matter of mourning. A black tie is usually recognized as adequate. Save in the case of a widower, black suits are now seldom worn. Sometimes a band of crape is worn on the left arm.

The periods of mourning are as follows :

Widows usually wear mourning for two years, but lately the term has become much shorter. Crape is not much used except as a trimming, and this is left off after the first twelve months. The toque, or hat, and veil are worn

for a year and a day, and white lawn collar and cuffs for the same period.

With regard to jewellery, diamonds and pearls are frequently worn with very deep mourning, and they may quite properly be worn after a short period of mourning has elapsed. Gold is not worn until a year has passed.

A widow is not expected to go into society until at least three months have elapsed. Even then, her visiting is confined to relatives and intimate friends. Gradually she reappears, though she should avoid dances and balls for at least a year.

For children, daughters-in-law or sons-in-law, parents wear mourning for twelve months ; ten months black, the last two months grey, white, or mauve. The same rule applies to the wearing of mourning by children for their parents.

For very young children mourning is worn from three to six months.

For a brother, sister, brother-in-law, or sister-in-law, the period of mourning varies from four to six months. After a month diamonds and pearls may be worn ; gold a month later.

For an uncle or aunt from six weeks to three months.

For a grandparent, from four to six months. Diamonds are permitted after one month ; gold after six weeks.

For a nephew or niece, from six weeks to three months.

For a first cousin, one month to six weeks.

For a husband's relations, mourning periods are invariably the shorter ones.

The character of mourning and the length of time it is worn are becoming more and more matters of individual taste. Nevertheless, the rules stated above are still in existence and their observance is in accordance with strict etiquette.

With greater simplicity of mourning the custom of using black-edged stationery and visiting cards has also become far less general, both on the part of the family in mourning and of those writing letters of condolence.

## CORRESPONDENCE

It is impolite to leave letters unanswered for several days, especially if the writers are ladies, or, if men, superior in age or station. Notes of invitation should be replied to within twenty-four hours. Plain cream-laid note-paper and envelopes should be used, the latter either square or wallet-shaped, but never of the oblong, narrow shape peculiar to business correspondence. The address on the note-paper should be embossed or printed in simple characters, over-ornament being in the worst taste. If the writer is entitled to use a crest, it should be produced as simply as possible, with or without the family motto, and free from the glow of varied colour in which some men and women delight. There are letters whose devices in scarlet and gold are strangely in contrast with the meagre and disappointing character of their contents.

The writing should be clear, neat and legible, the ink black. In beginning a letter with "Sir" or "Madam," the omission of the name is remedied by inscribing it in the left-hand corner at the bottom of the note. In commercial correspondence it is usual to put the name of the addressee just above "Dear Sir" or "Madam."

Should it be advisable to enclose in any letter an envelope for a reply, ready addressed, it is not considered at all good form to put "Esq." after one's own name in addressing it.

It is a breach of good taste to make use of any title or handle to one's name, although the use of such is sanctioned on the Continent and indulged in by some people in this country. A peer usually signs his title only.

Abbreviations permissible in business correspondence should not figure in private letters, and slang terms ought to be avoided.

Business communications which are typed should be signed in ink by the writers. Unless to very intimate friends and on rare occasions, typewritten private letters should not be forwarded without some sort of apology.

Married women and widows are not addressed by their own Christian names, but by those of their husbands. For instance, no one versed in social forms would write "Mrs. Mary Smith," but "Mrs. John Smith." Widows of titled men have their Christian name put before their surname, thus: "Laura Lady Ledding," "Maria Marchioness of Adesbury," "Georgina Viscountess Medway," "Mary Duchess of Blankton." The unmarried daughters of dukes, marquises, and earls have their Christian name invariably inserted between their courtesy title and surname, as "Lady Mary Baker." When married they retain this form, only substituting the husband's surname for their own, as "Lady Mary Garth." But if their husband should be a peer, they merge their courtesy title in his.

The third person in correspondence is falling into disuse, and "presenting compliments" is almost obsolete. Invitations of a formal kind, and their replies, are couched in the third person, but for purposes of correspondence with strangers it is almost always better to use the first person. The exception is in replying to a letter written in the third person, when it is in better taste to reply in the same way. The third person is also used in writing to tradespeople: "Mr. Edilcott will feel obliged if Mr. Jones will kindly call on Thursday morning with reference to some repairs." In this case the reply would be written in the first person.

Letters of introduction, says La Fontaine, "are drafts that must be cashed at sight." They are sometimes difficult to write, especially if they have been asked for, not volunteered. They are always left unsealed, but should there be circumstances about the person introduced which the other party should know, it is well to communicate

them in a private letter, which should be dispatched so as to arrive before the letter of introduction is presented. Anyone receiving a letter of introduction would immediately take steps to show some attention to the individual introduced. The usual thing is to ask him to dinner if he is a social equal; to offer him services, if he should be a superior; and to ascertain in what way one can be useful to him, if he is an inferior. A personal call must precede all invitations. This is a fixed and rigid rule, the exception being in the case of persons presenting their own letters of introduction, as is usually done. But should the person to whom they are addressed be out, the formal call must follow.

### **Etiquette of Correspondence.**

All gentlemen, from the King downwards, are addressed in beginning a letter as "Sir"; all ladies, from the highest to the lowest, as "Madam." Tradesmen, however, begin "Your Royal Highness," "Your Grace," or "Your Ladyship," in writing to their titled customers. They also address their letters quite differently, as follows:

His Majesty the King.

Her Majesty the Queen.

To His Royal Highness the Prince of Wales.

This same form is used in addressing communications to other members of the Royal Family, as:

To His Royal Highness the Duke of Connaught.

### **Address for the Envelope—Formal and Informal.**

Below the rank of royalty there is a distinction between letters addressed by persons on an equality with those to whom they write, and by inferiors. The following are the formal and informal styles:

#### *Informal.*

The Duke of \_\_\_\_  
The Duchess of \_\_\_\_  
The Marquis of \_\_\_\_

#### *Formal.*

To His Grace the Duke of \_\_\_\_  
To Her Grace the Duchess of \_\_\_\_  
To the Most Honourable the  
Marquis of \_\_\_\_

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### Beginning the Letter.

The proper way to begin letters is as follows. As already mentioned, the King is addressed as "Sir" at the beginning of a letter. A gentleman writing to the King would sign himself, "I have the honour to submit myself, with profound respect, Your Majesty's most devoted subject and servant." Above the word "Sir" should be written "His Majesty the King."

The Prince of Wales is addressed as "Sir," above this word being written "To His Royal Highness the Prince of Wales." Persons on intimate terms would perhaps begin "Dear Prince," others "My dear Prince." The two orthodox endings to such letters are respectively "Your Royal Highness's dutiful and obedient servant," or (a humbler style) "Your Royal Highness's dutiful and most obedient servant." To all other royal princes and princesses the ending would be "Most humble and obedient servant." Dukes other than royal are addressed in letters by intimates as "Dear Duke," by others "My Lord Duke, may it please your Grace." In writing to a Duchess her title is placed above the "My Lady." In formal letters Marquises would be addressed as "My Lord Marquis."

### Courtesy Titles.

A common mistake is that of omitting the Christian name from the courtesy titles of the sons and daughters of dukes, marquises and earls. The sons have the title "Lord" prefixed to the Christian and surname; for instance, "Lord Alfred Osborne," "Lord Henry Somerset." It would be incorrect to call either of these "Lord Osborne" or "Lord Somerset."

The daughters of dukes, marquises and earls have the title "Lady" before their Christian and surname; "Lady Emily Heneage," for instance, must not be addressed as "Lady Heneage." Should she marry a commoner, only the surname is altered; the "Lady Emily" remains.

This may appear involved to those unaccustomed to titles, but neglect of such forms indicates clearly a lack

of ordinary worldly knowledge. It is a source of great annoyance to the owners of courtesy titles to have the Christian name omitted. Even a knight's wife may be a "Lady Smith" or "Jones"; the insertion of the Christian name before the "Smith" or "Jones" means that the possessor is the daughter of a duke, marquis, or earl.

In beginning a letter to the holder of a courtesy title, a stranger would say "Dear Lady Emily Heneage," but the usual form would be "Dear Lady Emily." Inferiors would begin by writing the lady's title over the word "Madam," or merely beginning "Madam" and writing the title at the end of the letter.

In writing to an Ambassador or his wife the title is placed above the word "Sir" or "Madam." Inferiors would write "May it please your Excellency," and would conclude with "I have the honour to be Your Excellency's most humble, obedient servant."

In writing to an Archbishop a correspondent would begin "Your Grace," ending, "I remain Your Grace's most obedient servant."

To a Bishop the form would be "My Lord," or "Right Reverend Sir," or "May it please Your Lordship," the last being, of course, the humblest form of address. The conclusion would be "I remain, My Lord" (or "Right Reverend Sir"), "Your most obedient servant."

The beginning of a letter to a Dean would be "Very Reverend Sir" or "Mr. Dean," the title of all these dignitaries being, in formal letters, indited above the beginning. Those having some acquaintance would begin "Dear Mr. Dean." Strangers would end the letter, "I have the honour to be Your most obedient servant."

Doctors of Divinity are addressed as "Reverend Sir," as well as Archdeacons and all other of the clergy.

Intimates would begin letters to the above with: "Dear Archbishop," "Dear Bishop," "Dear Dean," or "Dear Doctor."

With the exception of lieutenants and sub-lieutenants in the Army, all officers have their military ranks prefixed to their name, with the name of the regiment following,

e.g.—Capt. Wilson, R.E. Letters to lieutenants should be addressed “ Esq.”

In the Navy admirals of the fleet are addressed as “ The Honourable,” this being prefixed to the name. To such, a letter would begin “ Sir ” and end “ I remain, Sir, Your obedient servant.” Captains, commanders and lieutenants in the Navy are all addressed by their rank, with the letters “ R.N.,” but sub-lieutenants are addressed simply “ Esq.”

#### On the Choice of Note-paper, etc.

Don’t buy your note-paper “ just anywhere.” If you aim at making a good impression it is of the greatest possible service to you to be “ right ” about the things that count. You will find that note-paper counts most decidedly. Give your custom to a good stationer in the best shopping district and take his advice.

Have your writing-table furnished with everything you need, in the best and quietest colourings and taste. Your paper—probably severe, but of the best quality—will be engraved in a distinguished style which entails the entire absence of brilliant colours and flourishes. To be unquestionably in good taste sealing-wax should be black, though it is permissible to use almost any colour, preferably dark.

Your string should be of the same colouring. In every case subdued tints are best, and the same quality of restraint should be apparent in your correspondence if you aspire to do the right thing.

## THE PRONUNCIATION OF DIFFICULT NAMES

**CUSTOM** changes, spelling exercises a continuous pull, and there is always a tendency for strange pronunciations to lapse into desuetude. This tendency is particularly marked with place names.

A large number of names of musicians have been included in the following list as these are often a cause of stumbling.

<i>Name.</i>	<i>Pronunciation.</i>	<i>Remarks.</i>
Alnwick	Annick	
Ayscough	Ascoff	First syllable accented
Bach	Barkh	
Banff	Bamf	
Bayreuth	Byroit	
Beaconsfield	Becconsfield	As a place name
	Beaconsfield	As Statesman's title
Beauchamp	Beecham	
Beaulieu	Bewly	
Berkeley	Barkley	
Beethoven	Baytohven	First syllable accented
Bicester	Bister	
Blount	Blunt	
Borodin	Borohdeen	Second syllable accented
Boscawen	Boscawn	
Bromwich	Brumich	
Brough	Bruff	
Buckleuch	Bucklew	Second syllable accented
Burleigh	Burley	
Cecil	Secil	Not Seecil
Cenci	Chenchy	
Chopin	Showpan	First syllable accented
Clough	Cluff	
Cockburn	Co-burn	
Colquhoun	Cōhoon	
Cowper	Cooper	Second syllable accented
Crichton	Cryton	

<i>Name.</i>	<i>Pronunciation.</i>	<i>Remarks.</i>
Derby	Darby	
Disraeli	Dizrayley	Second syllable accented
Donoughmore	Donomore	
Drogheda	Droider	
Evelyn	Eavlin	
Farquhar	Farkwar	
Faulk	Fök	
Fowey	Foy	
Frome	Froome	
Glazounoff	Glarzoonhoff	Second syllable accented
Goethe	Geuter	
Gounod	Gouno	First syllable accented
Hawarden	Harden	
Heine	Hine-er	
Heloise	Heloeze	Three syllables
Irene	Eireenee	Three syllables
Keighley	Kethley	
Kircudbrightshire	Kerkewbrishire	Second syllable accented
Kilmalcolm	Kilmakoam	Third syllable accented
Knollys	Knowles	
Kussevitzsky	Koossayvitskee	Third syllable accented
Launceston	Lawnston	
Mainwaring	Mannering	
Marjoribanks	Marshbanks	
Menai	Menny	
Meux	x sounded	
Millaïs	Millay	
Millet	Millay	
Molyneux	x sounded	
Mussorgsky	Moossorgskee	Second syllable accented
Pall Mall	Pell Mell	Second word accented
Pavlova	Pahlovah	First syllable accented
Ptolemy	Tolemy	First syllable accented
Pompeii	Pompeyi or Pampayee	
Quixote	Cwixot or Kihôté	
Rabelais	Rablay	
Rachmaninoff	Rach-ma-ne-noff	Second syllable accented
St. John (as a surname)	Sinjin	
Seattle	See-at-le	
Scriabin	Scree-arb-in	Accent on arb
Stravinsky	Strah-veenskee	Accent on second syllable
Tschaikovsky	Tchakovskee	Accent on Kov
Teignmouth	Tinmuth	
Versailles	Vairsay	
Wagner	Vargner	
Waldergrave	Wallgrove	Two syllables
Wemyss	Weems	

## MENU FRENCH

It frequently happens that men dining out are dismayed by the difference between the dish set before them and the mental image they had formed when ordering it by its French name, according to the menu. In a book of this character it is manifestly impossible to give literal translations of every term beloved by chefs, but it may assist readers whose knowledge of French is limited or has been inadequately exercised if we set out a few of the most commonly used words, with the English meaning. Among the ingredients of a meal are:—

Consommé . . .	Clear soup	Faisan . . .	Pheasant
Purée . . .	Thick soup	Pluvier or	Golden or
Anchois . . .	Anchovy	Vanneau	Green Plover
Mulet . . .	Grey Mullet	Venaisan . . .	Venison
Rouget . . .	Red Mullet	Canard	
Plie . . .	Plaice	Siffleur . . .	Widgeon
Eperlan . . .	Smelt	Bécasse . . .	Woodcock
Harenguet. . .	Sprat	Topinambour .	Artichoke, Jerusalem
Truite . . .	Trout	Artichaut . . .	Artichoke
Blanchaille	Whitebait	Fèves . . .	Broad Beans
Merlan . . .	Whiting	Chou-fleur . . .	Cauliflower
Homard . . .	Lobster	Raifort . . .	Horseradish
Huitre . . .	Oyster	Agneau . . .	Lamb
Crabe . . .	Crab	Cochon de lait. .	Sucking-pig
Crevette . . .	Prawn or Shrimp	Poitrine . . .	Breast
Œuf . . .	Egg	Cuissot . . .	Haunch or Knuckle
Bœuf . . .	Beef	Rognon . . .	Kidney
Pigeon . . .	Pigeon	Gigot . . .	Leg
Ramier . . .	Wild Pigeon	Foie . . .	Liver
Bécassine . . .	Snipe	Longe . . .	Loin
Dindon . . .	Turkey	Langue . . .	Tongue
Veau . . .	Veal		

Aloyau . . .	Sirloin	Muron . . .	Blackberry
Epaule . . .	Shoulder	Cerise . . .	Cherry
Carré . . .	Neck	Marron . . .	Chestnut
Saucisse . . .	Sausage	Raisin de . .	
Ris de veau . . .	Sweetbread	Corinthe . . .	Currants (dried)
Tranche . . .	Slice	Groseilles . . .	Currants (fresh)
Poulet . . .	Chicken	Groseille à . .	
Oie . . .	Goose	maquereau . . .	Gooseberry
Canard . . .	Duck	Aveline . . .	Filbert
Perdrix . . .	Partridge	Raisins . . .	Grapes
Lapin . . .	Rabbit	Prune . . .	Greengage, Plum
Lièvre . . .	Hare	Brunon . . .	Nectarine
Chou . . .	Cabbage	Noix . . .	Nut
Champignon . . .	Mushroom	Pêche . . .	Peach
Oignon . . .	Onion	Coing . . .	Quince
Epinards . . .	Spinach	Framboise . . .	Raspberry
Navet . . .	Turnip	Fraise . . .	Strawberry
Cresson . . .	Cress		

So much for the reputed ingredients of a dish, many of which are as familiar by their French names as by their English names. The French descriptions of the processes these ingredients undergo at the chef's hands, however, are less readily understood. We give a list of some of the terms most frequently used, but in addition to these general expressions there are, of course, the titles of dishes obtainable only at particular establishments where they are a speciality. In any case the man who dines often in public places will come across menu terms which defy adequate translation by the most experienced linguist.

Cuit au four . . .	Baked	Hachi . . .	Hashed
Bouilli . . .	Boiled	En Papillottes . . .	In cases
Civet de . . .	Jugged	Farci . . .	Rolled
Mariné . . .	Pickled	Farce . . .	Forcemeat
Rôti . . .	Roast	Paupiettes . . .	Rolls
Mitonné . . .	Simmered	Saucissons . . .	Sausages
Cuit à la vapeur . . .	Steamed	Brouillé . . .	Scrambled
Cuit enragout . . .	Stewed	En Terrine . . .	Potted
Salé . . .	Corned	En Coquilles . . .	Scalloped
Kari . . .	Curry	Beignets . . .	Fritters
		Sauté . . .	Lightly fried

## PROFESSIONAL ETIQUETTE

### Changing Doctors.

IF at any time you have an invalid with whose progress you are not satisfied, you can change your doctor. Medical etiquette, however, precludes another doctor from attending unless the one who has been in charge of the case has been clearly told he is no longer responsible and that another has been asked to take it. On such occasions one writes to the first practitioner somewhat on these lines :

DEAR DR. B—,

We are anxious to try if a change of treatment will do my — good, and have with regret to ask you to discontinue your professional visits. If you will send in your account it shall be attended to.

Thanking you for the interest you have taken.

Yours faithfully,

January 1st.

—.

or, if you have cause, write :

DEAR DR. B—,

We are not satisfied with the progress my — has made under your care, and propose changing our doctor.

We will attend to your account as soon as it is sent in.

Yours faithfully,

—.

The additional advice of a consultant whilst a doctor is attending may only be sought under the advice and in

consultation with your general practitioner, though, actually, your own doctor may not refuse to meet any consultant *you* may select.

It is usual to pay a specialist's fees personally by cheque or notes on the termination of his visit, or of your visit to him.

Both personally and in writing a physician is addressed as "Doctor" and a surgeon as "Mr." In the latter case, when writing you add the letters of his degree, thus: "Mr. James Barnett, F.R.C.S."

### Solicitors.

Should you desire to change your lawyer during the preparation of a case you should inform him of your intention. No other solicitor will undertake your work till you have ceased negotiations with the first, though, should you have any difficulty in getting documents, letters or information, the second solicitor will be, by an unwritten law, in a position to obtain them for you, since they cannot be unduly withheld.

### The Public School.

Every boy who is sent to a public school is a potential ruler of men. Serious though it is, the actual education he will receive will be of less assistance to him in later years than the training and the spirit of his *alma mater*, the effect of which will remain with him till he has finished his life-work.

Parents must never infringe on any law, written or unwritten, which forms part of the established etiquette of the school at which the boy is a scholar.

It is necessary to put a boy's name on the school waiting-list some time before he will be of age to enter. In the case of the more famous institutions the period may be one of several years.

## HINTS FOR HOUSEHOLDERS

**THERE** are a number of legal formalities which, though not concerned with etiquette in the ordinary sense, are yet at times as perplexing to the householder as are some of the seemingly trivial yet actually important points of behaviour dealt with in the preceding pages.

For instance, ignorance of the legal relationship of

### **Landlord and Tenant**

occasionally gives rise to unpleasantness.

*Leases*.—It need hardly be said that *every* lease should be made in writing. Leases for not more than three years may be made verbally, but such a proceeding is very undesirable.

A lease for more than three years must be by deed. But if the parties have come to a definite agreement in writing, the document, though invalid as an actual lease (not being under seal), is valid as “an agreement for a lease”; and, upon application, the Court may enforce its specific performance by ordering the execution of a deed embodying its terms. So, too, if the agreement be verbal only, but possession has been given under it.

In order to save the delay in preparing and obtaining the execution of a deed, and in order to enable immediate possession to be safely given, the parties not infrequently make an express agreement to grant and take a lease to be subsequently prepared. Where this is done care should be taken to insert in such agreement any special terms which it is desired that the lease itself should contain, for unless they are specified, only what are known as “usual

covenants" can be inserted. Such an agreement must be stamped.

*Fitness for Habitation.*—In the case of *furnished* houses or apartments there is an implied condition that the premises are reasonably fit for the purposes of habitation. This only applies, however, to the condition of the premises at the commencement of the tenancy. Thus, if an infectious disease or defective drains exist, or noxious insects infest the premises at the commencement of the tenancy, the tenant may, on discovering the fact, immediately leave the premises and repudiate the agreement, unless he comes to terms with the landlord that the defect shall be made good. He may also recover damages for any expenses to which he has been put in consequence of the breach of the implied undertaking.

The general rule is that in the letting of an *unfurnished* house there is, in the absence of agreement, no undertaking that it is fit for habitation. But, although there be no such agreement in the lease, a representation by the landlord with reference to the existing condition of the drains may amount to a *collateral warranty* for breach of which an action for damages can be maintained. And, notwithstanding that in the absence of agreement there is no obligation on the landlord to remedy a defect which renders the house unfit for habitation, nevertheless, if the defect is of a structural character—as, for instance, in the case of a defective drain—and amounts to a nuisance or a danger to health, the tenant may procure the intervention of the sanitary authority, and thus throw the burden of remedying the defect on the landlord, provided the tenant himself has not by the terms of his lease undertaken to bear such expenses.

*Implied Covenants.*—In the letting of furnished houses there is an implied covenant by the landlord for quiet enjoyment; and in all cases the tenant, on his part, is under an implied covenant to pay the rent, and, where there is a yearly tenancy, to use the premises in a fair and reasonable manner, but he is under no obligation to do substantial or general repairs. In the case of a tenancy

for a term of years, the obligations of the tenant are, practically, in every instance expressly defined by special agreement.

*Express Covenants.*—Where an agreement is entered into for a lease to be subsequently executed, but nothing is said as to covenants, or it is stated to be subject to the "usual" covenants, the only covenants that can be insisted upon are the following :

1. *By the tenant.*—To pay the rent ; to pay tenant's rates and taxes ; to keep and deliver up the premises in repair ; to allow the landlord to enter and view the state of repair.

2. *By the landlord.*—That the tenant shall not be disturbed in his possession of the premises either by the landlord or by any person claiming under him.

A proviso for re-entry may also be required, but in the absence of express stipulation it must be limited to the case of a breach of the covenant to pay rent. If any other covenants are desired they must be expressly stated.

*Covenant to pay Rent.*—The fact that the premises have been destroyed by fire or other inevitable accident will not relieve the tenant from his obligation to pay rent, unless otherwise expressly provided.

*Covenants to Repair.*—Where the tenant has undertaken to do repairs, the extent of his responsibility necessarily depends on the wording of the particular covenant ; but in a general undertaking to repair, the age of the premises and also their class and general condition must be taken into consideration. In tenancies for not more than three years the usual provision is that the tenant shall keep the premises in good and tenantable repair, reasonable wear and tear and damage by fire and tempest excepted. Without this proviso, a tenant who had covenanted to keep the premises in repair would be bound to rebuild them if destroyed by fire or lightning. The obligation to keep the premises in "good tenantable repair" is to keep them in such repair as, having regard to the age, character and locality of the house, would make it reasonably fit for the occupation of a person of the class who would be likely to take it.

In the absence of special agreement, there is no obligation on the landlord to do any repairs. Even if the premises become absolutely uninhabitable, through want of repair, the tenant must nevertheless continue to pay his rent; and if he sustains any personal injury through the defective condition of the premises the landlord will not be held responsible.

If the landlord has, in fact, undertaken to do repairs he is under no responsibility until notice has been given him of the want of repair; but this rule does not apply where the landlord only lets a portion of the premises and retains in his own control a portion which is included in his covenant and of which the defective condition has caused damage to the tenant. If the landlord fails to do the necessary repairs after reasonable notice, the tenant is probably entitled to do them himself and deduct the cost from his rent.

### House Agents.

When an estate or house agent has been employed upon commission to negotiate the sale or lease of any property, he is not entitled to any commission unless and until he has found a person who is actually ready and willing to enter into a binding agreement to purchase or rent the premises, as the case may be, and both the parties are really agreed as to the terms. If, however, the agent does introduce such a person, but the sale or lease is not effected in consequence of the owner's refusal or inability to conclude the transaction, the agent will be entitled to recover damages from the owner of the property. Where, however, there is an express contract to pay commission, liability will necessarily depend on its terms.

To entitle an agent to commission, the person who ultimately purchased or rented the premises must have done so *in consequence of* the agent's introduction. The mere fact that the agent gave the particulars and an order to view the premises to the purchaser or tenant is not, in itself, sufficient. If, however, the relation of buyer and seller, or of lessor and lessee, was, in fact, brought about by

the act of the agent, he is entitled to commission, although the actual sale or lease was completed through some other person.

Whether the sale or lease was, or was not, brought about by an agent is a question of fact, and one which often involves much difficulty.

Inasmuch as the right to commission does not arise out of the mere fact of having introduced a purchaser or tenant, it follows that where agents are instructed to find a purchaser, or, failing a purchaser, a tenant, and they find a tenant, they cannot claim commission for the sale of the premises if such tenant, after being in occupation for some time, determines to buy. Where an agent finds a person who is willing to take the premises on lease with an option to purchase and the right is exercised, it is otherwise. And where there is in a lease an option to take on the premises at the expiration of the original term, commission may become payable on the exercise of such option; but the right to such commission will not arise if the tenancy is continued upon an agreement for a different rent and such agreement is obtained through another agent.

Instructions to an estate or house agent to procure a purchaser or tenant and to negotiate a sale or lease do not amount to an authority to bind the owner by a definite contract for sale or lease.

## MASTER AND SERVANT

(The statements under this head are limited in their application to Domestic Servants.)

### **The Master's Duties.**

In the absence of agreement to the contrary, a master is bound to supply his servant with food and lodging, but not with medical attendance or medicine. If, however, the master calls in his own doctor, he cannot deduct fees from the servant's wages, except by special agreement.

No deduction can be made from wages for breakages or damage to property, in the absence of special agreement to that effect. Instead of providing the servant with food the master may, if he prefers, give "board wages" wherewith to procure it. Such wages must be sufficient to enable the servant to procure what is reasonably necessary for his maintenance.

### **The Servant's Duties.**

To obey lawful orders within the scope of the servant's employment.

To exercise care in the performance of his, or her, duties.

To abstain from doing that which he ought not to do.

### **Termination of the Contract of Service.**

*By Dismissal.* 1. *With notice.*—By custom, the agreement is determinable by a calendar month's notice, or a month's wages, not including board wages, in lieu of notice. A master or servant may determine the service at the end

of the first calendar month by a notice given at or before the expiration of the first fortnight.

2. *Without notice*.—A dismissal is justified if a good and valid reason, in fact, existed, whether the master knew it at the time or not.

If the servant is dismissed for good cause, or leaves without notice in the middle of a month, he is not entitled to any wages for the broken period subsequent to the last monthly pay day. Where a servant receives as his wages so much a year in money and a suit of clothes, he is not entitled to keep the clothes if dismissed before the end of the current year. But if he has been wrongfully dismissed, the loss of the clothes will be taken into consideration in assessing the damages due to him. If a servant who has been lawfully dismissed refuses to leave the premises, he may be removed by force; but the prudent course will be to call in the police, though they will not actively interfere so long as the servant is on private premises, unless the master is prepared to give the servant in charge, which always involves trouble, if not risk.

The contract of service is determined at once by the death of the master. If the legal representative or the head of the household allows the servant to stay on, and either expressly or impliedly accepts his services, a new engagement will be presumed. The servant is only entitled to any wages due, but a month's wages, as from the date of death, is usually given.

If the master or servant, as the case may be, commits a breach of the agreement he will be liable to an action for damages, but the actual performance of the contract cannot be specifically enforced.

### Servants' Characters.

A master is under no legal obligation to give his servant a character, but if he does he must only state that which he honestly believes to be true. Any statement so made, even if it refers to the servant's conduct after he left, is a privileged communication. If after giving his servant a good character, the master discovers circumstances which

lead him to believe that the servant was not entitled to it, he will be justified in communicating with the new employer, and such communication, if made honestly and in good faith, will likewise be privileged. So, too, with regard to a communication made to the other servants as to why their fellow-servant was dismissed, if the reason for his dismissal was such as to render it undesirable that they should continue to associate with him.

Where a master has been recommended a servant by other persons, he is justified in communicating with those persons in reference to the servant's conduct.

A letter written in answer to inquiries is ordinarily considered to be the property of the person intending to engage the servant. On the other hand, a general testimonial of good character intended for future use must be restored to the servant when he leaves. A master who maliciously defaces such testimonial by writing upon it a disparaging statement will be liable to substantial damages.

If a master gives a character which he knows to be false and thereby induces another person to employ the servant, he will, if the servant misconducts himself, be liable for any injury which the new master may have sustained in consequence.

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